

TOWN OF ACTON

2018 ANNUAL TOWN REPORT



Town of Acton

Incorporated as a Town: July 3, 1735

Type of Government: Town Meetings ~ Board of Selectmen/Town Manager

Location: Eastern Massachusetts, Middlesex County, bordered on the east by Carlisle and Concord, on the west by Boxborough, on the north by Westford and Littleton, on the south by Sudbury, and on the southwest by Stow and Maynard.

Elevation at Town Hall: 268' above mean sea level

Land Area: Approximately 20 square miles

Population:

Year	Persons
1950	3,510
1960	7,238
1970	14,770
1980	19,000
1990	18,144
2000	20,331
2010	21,936
2011	22,012
2012	21,650
2013	21,584
2014	21,597
2015	21,386
2016	22,204
2017	21,511
2018	21,463



**2018 Annual Reports
Town
of
Acton, Massachusetts**

**Two Hundred and Eighty Third
Municipal Year
For the year ending December 31, 2018**

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THE 2018 TOWN REPORT IS DEDICATED TO: Town Manager Steven L. Ledoux, 2008-2018



Town Manager Steve Ledoux began his career in 1977 after earning his Master's Degree in Public Administration from Cornell University and worked as a Legislative Assistant in Clinton County, New York. In May 1980, he accepted a position as the City Administrator in Auburn, Michigan until August 1984. He then accepted the position of Town Manager for the Town of Williamstown until March 1996. He then moved on and accepted a position of Town Manager for the Town of Sudbury until October 1999. He accepted the position as Town Manager of the Town of Westford in October 1999, and rounded out his 40-plus years of public service by accepting the position as the Town Manager in Acton, until his retirement in June 2018.

As Town Manager in Acton, he had experienced several proud moments during his tenure. More specifically, the acquisition of open space, bringing in Advanced Life Support service to the residents, businesses, and visitors to the town, as well as earning a triple-A bond rating from Moody's and Standard and Poor's, the country's two major bond-rating services. The town even received this highly-regarded award during the economic downturn during the year 2008-2009.

Town Manager Ledoux worked with many Board and Committee members over the years; with respect to many Board of Selectmen members, he has always appreciated the support he received. Since his retirement this past June, Steve has enjoyed his time practicing his electric guitar, writing his first novel about being a Town Manager in various locations, practicing Buddhism, volunteering for Habitat for Humanity and the Domestic Violence Service Network (DVSN) where he is learning how to become a court advocate.

We wish Steve well in his retirement!

IN MEMORIAM



BREWSTER CONANT

June 29, 1928 – March 18, 2018

Brewster Conant's service and commitment to Acton for over 45 years is an amazing accomplishment of labor and love. He was generous with his time and treasure and helped many become effective and committed volunteers to the Town.

While serving on the Conservation Commission he helped shepherd the purchase of the Bridges land through Town Meeting. Once purchased it became the site for the Acton Arboretum and he worked on the committee to get financial backing to form a trust, get funds from the town to get the land into shape as well as working on the crews that built walkways. He did not work alone, but was a positive force within the committees. He was also part of the Acton Conservation Trust.

Brewster served as a Trustee for the Acton Memorial Library. He was an incorporator for the Acton Memorial Library Foundation and its first president. Over the years he was president, vice president, treasurer and an occasional lecturer on historical subjects for the Acton Historical Society. On April 19th he and wife Betsy, worked for the Town's celebration of Patriot's Day letting the marchers follow the Isaac Davis path across his land. He was interested in the preservation of the historic sites in Acton and through his connections of his various committees helped save places like the potato cave and the pencil factory.

He was a Cemetery Commissioner and served on the Town's Investment Committee. He also worked with the Acton Water District, serving as an alternate on their finance committee. He donated land to the district and one of his last acts of giving was to allow the district to purchase land for the protection of the Conant Well rather than having the land sold for housing.

To those who knew Brewster, he was also characterized as being a real gentleman. Not just the gentleman who opens doors or helps you with your coat but a man who was thoughtful, generous with his time, willing to help friends, a fierce defender of what he thought was correct but also willing to be convinced to change his mind. He was unique and there is no one to fill his place.

Respectfully submitted,
Ann Chang



RICHARD "DICKY" HOWE

1938 - 2018

Department of Public Works
1958 - 1998



CHAUNCEY "BUCKY" FENTON JR.

1928 - 2018

Acton Police Department
1951 - 1983

ADMINISTRATIVE SERVICES

BOARD OF SELECTMEN

This was a year marked by change for the Board of Selectmen. A new Town Manager, new member, new policies, and new and ever-changing issues facing the board kept us busy throughout 2018. The Board addressed topics ranging from water and the environment to rail trails and recreational marijuana. We bade fond farewells to a number of long-time staff and welcomed many new faces to town. While every year will have its changes and challenges, we look forward to having steady hands at the helms of both the Town government and the Acton-Boxborough Regional School District to help guide our community for many years ahead.

BOARD MEMBERSHIP CHANGES

In April, the Board of Selectmen welcomed Jon Benson when Chingsung Chang stepped down at the end of his term. The Board also changed its leadership with Katie Green assuming the chairmanship, Joan Gardner becoming Vice Chair, and Jon Benson taking on the duties of Clerk.

TOWN MANAGER

In May 2017, Town Manager Steve Ledoux announced that he would retire effective July 2018. Steve served as Town Manager in Acton for ten years, capping off a 41-year career as a town manager. The Board of Selectmen is incredibly grateful for his service and commitment to our community. Friends, family, and many current and former colleagues and selectmen from throughout his career joined us in Acton in late June to thank and celebrate Steve and to wish him well in his retirement. In July 2017, the Selectmen appointed a Town Manager Search Committee tasked with developing a candidate profile, soliciting and screening applications, and recommending finalists to the Board of Selectmen. In early April, right after Town Meeting, the Selectmen interviewed four highly qualified candidates. After much discussion, the Selectmen voted unanimously to offer the position to John Mangiaratti, who started in the role on July 1, 2018. John was formerly the Deputy Town Manager in Andover and the Assistant Town Manager in Westford.

ANNUAL GOAL SETTING

In July, the Selectmen met for our annual goal setting meeting. Board members shared ideas for short term

goals that we hoped to accomplish within the next fiscal year, and long term goals that we expect to take longer than a year. The board's top short term goals include: securing funding for the Kelley's Corner infrastructure project; acquiring additional parking for the train station; conducting a preliminary long term capital planning process with the school district; adopting an environmental sustainability policy; developing a process for more regular communication with the Water District; better informing seniors of available tax relief programs; and developing a plan to address the Asa Parlin House. The top long term goals include: completing the Kelley's Corner infrastructure project; building a North Acton fire station; developing a long term capital plan; supporting the creation of additional affordable housing; and reducing the town's carbon footprint.

ENVIRONMENTAL SUSTAINABILITY

The Board continued its commitment to promoting environmental sustainability in town. In the early spring, the Board approved funding for a consultant to inventory the town's annual greenhouse gas emissions as part of the town's efforts to establish a carbon neutrality goal. The Green Advisory Board released an RFP and is working with the selected consultant on this effort. The Board also approved funding to conduct a complete assessment of the natural gas leaks throughout town. Through Selectman Katie Green, the Board worked with town staff, school staff, high school students, and representatives of local advocacy groups to create an interactive map of the identified gas leaks and to organize a forum on gas leaks and the efforts in Acton and the state fix the leaks and reduce our reliance on natural gas. After much discussion, public input, and many drafts, in December, the Board adopted a town-wide environmental sustainability policy. The policy recognizes and codifies the town's ongoing commitment to environmental sustainability.

RECREATIONAL MARIJUANA

At a Special Town Meeting in December 2017, voters adopted a one-year moratorium on recreational marijuana establishments and a non-binding citizens' resolution directing the Board of Selectmen to authorize a local ballot question seeking a ban on recreational marijuana establishments. According to state regulations, since Acton voted in favor of Question 4 to legalize recreational marijuana in 2016, the town needed to adopt a ban by both a local ballot vote and at

a Town Meeting. The Board wanted to put the question before voters at a time when many people were likely to go to the polls and so wrote and authorized a ballot question to coincide with the November 2018 statewide elections. Over 11,000 voters cast their ballots and, by a margin of 75 votes, adopted the proposed town-wide ban on recreational marijuana. At a Special Town Meeting in December 2018, voters adopted the same the language on the ballot, putting in place a town bylaw banning recreational marijuana establishments in Acton.

Colonel Francis Faulkner Award for Exemplary Volunteer Service

In May, the Board held its second annual Volunteer Recognition Event at NARA to thank the many volunteers who serve on the dozens of boards and committees in Acton. At the event, the selectmen also presented the first annual Colonel Francis Faulkner Awards for Exemplary Volunteer Service. Each selectman chose a volunteer from one of the town boards and committees to recognize for their service to our community. The recipients of the first awards were: Bob Evans, Finance Committee; Bob Guba, Land Stewardship Committee; Bill Klauer, Cemetery and Historical Commissions; Susan Mitchell-Hardt, Community Preservation Committee; and Joe Will, Recreation and Cemetery Commissions, and Land Stewardship Committee.

The Board of Selectmen relies on support from the Town Manager, town staff, and volunteers on the town's many committees. We wish to extend our heartfelt thanks to all of them for making Acton the wonderful community it is.

TOWN MANAGER'S REPORT

I am honored to write my first report as Acton's Town Manager. My name is John Mangiaratti and I started as Town Manager on July 1st following the retirement of Steven L. Ledoux. Thank you Town Manager Ledoux for your ten years of dedicated service to Acton. In my first year I have enjoyed getting to know all of the staff, volunteers, and community members that make Acton a special place. The members of the Board of Selectmen have been very supportive and I have enjoyed working closely with them. It was helpful to have the Board's goal setting meeting during my first month as it helped me to better understand the Board's priorities for my first year. Committees and volunteer groups have welcomed me and invited me to attend many meetings and events.

I have been impressed with the professionalism of our staff. There are a lot of exciting things happening in Town Hall and in our other departments throughout town. One of my priorities when I started as Town Manager was to work with our team to improve the communication from



Town Manager being sworn in.

Town Hall to help more residents learn about the exciting and important work that is happening in our local government. We have made progress using our website, publishing a monthly newsletter, providing information through social media, and participating in various other forms of community outreach such as public forums or events. I look forward to continuing this communication and outreach.

During this year we successfully:

- Maintained the Town's AAA Bond rating
- Completed the first full year of the Advanced Life Support service
- Continued providing resources towards social outreach, mental health concerns, and drug use issues
- Implemented Mental Health First Aid for first responders
- Implemented a Cultural Awareness Program for staff
- Implemented a parking lottery system for the Maple Street parking lot
- Established the Acton Area Manufacturing Collaborative
- Opened two new regional recreation rail trails: Bruce Freeman Rail Trail and Assabet River Rail Trail
- Implemented a regional bike share program
- Increased hours of programming at the Senior Center
- Increased transportation services to the Senior Center by 300% since 2016
- Completed rehabilitation of the Kennedy Building at the Woodlawn Cemetery
- Established new career services including career counseling and job skills workshops



Town Engineer Paul Campbell, Planning Director Roland Bartl, Senior Planner Kristen Guichard, Finance Director Stephen Barrett, Council on Aging Director Sharon Mercurio, Detective Chris Prehl, Land Use Director Matt Selby

The highest priority goal established by the Board of Selectmen for this year was to “Secure funding for Kelley’s Corner infrastructure project to proceed with next phase of design as required for the State Transportation Improvement Program.” To assist with this goal we formed a Kelley’s Corner Working Group including representatives from planning, public works, public safety, human services, schools, and finance (pictured above in part). We met regularly to help coordinate efforts at the staff-level to advance the project and to support the Board of Selectmen and the Kelley’s Corner Steering Committee.

In September we held a well-attended open house to celebrate the one-year anniversary of the opening of the new Human Service and Senior Center at 30 Sudbury Road. This facility houses the Senior Center, Acton Nursing Services, the Community Services Coordinator, Veterans’ Services, the Transportation program and the Jail Diversion program. In addition to a speaking program that included Senator James Eldridge, Board of Selectmen Chair Katie Green, we also offered a senior tax relief seminar, a flu clinic, meet and greet with the Police and Fire Chiefs and multiple booths with information about town services (pictured below).



Chief of Police Richard Burrows and Fire Chief Robert Hart

Acton continues to be a leader in sustainability and environmental initiatives. The Board of Selectmen adopted an Environmental Sustainability Policy on December 10, 2018 to formalize the practice of considering environmental sustainability when making choices about local government services. We have engaged with a consultant to complete a carbon neutrality study to assist with the Board of Selectmen goal to reduce our carbon footprint. Acton continues to serve as a leading voice in seeking changes in the natural gas industry in particular related to how leaks are managed by public utilities in Massachusetts. The Town is a member of International Council for Local Environmental Initiatives (ICLEI) and also works closely with local environmental advocacy groups.

Throughout the year town staff pursue grants and alternative revenue sources to offset the costs of delivering services. The following is a partial list of grants recently awarded to implement programs:

- \$249,984 from the DOER Green Communities grant for multiple energy efficiency projects
- \$165,000 from the Housing Choice Grant program for infrastructure improvements to Sachem Way
- \$75,000 from the MassDOT Transit Grant for expanding the regional transportation network
- \$73,000 from E911 program for training
- \$9,600 from the MassDEP Sustainable Materials Recovery Program
- \$4,979 from MIIA for infrared camera for HVAC maintenance and repair
- \$4,000 from AARP for a support towards a survey related to age-friendly services

The following photographs represent a few of the exciting events from this year.



Summer Safety Day at Nathaniel Allen Recreation Area July 27, 2018



Minuteman Bike Share Ribbon Cutting October 26, 2018



Asian Cultural Awareness Workshop attended by all departments on December 5, 2018

Thank you to the Board of Selectmen for its leadership and policy direction. Thank you to all the Department Heads, Division Heads, and staff for being committed to the success of this organization and for working with all of our boards and committees to deliver excellent services. I am particularly grateful to Assistant Town Manager Mark Hald and Executive Assistant Lisa Tomy for their support during this year of transition in the Town Manager's office.

Respectfully Submitted,
John S. Mangiaratti
Town Manager

BOARD OF ASSESSORS

The Town's tax base continues to increase, growing 1.8% over the prior fiscal year. A majority of the change was market driven based on calendar 2016 sales as well as new construction put in place on July 1, 2017. At the annual classification hearing, the Board of Selectmen voted a residential factor of 1 which resulted in a single tax rate of \$19.38.

Fiscal Year 2018
Valuation Summary

Property Class	Valuation	% of Total
Residential	3,817,851,405	88.6%
Commercial	315,596,342	7.3%
Industrial	90,811,000	2.1%
Personal Property	83,829,260	2.0%
Total Taxable Value	4,308,188,007	100%

The Board of Assessors regular scheduled meetings are on the first Wednesday of each month at 6:00 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted 48 hours in advance.

Tax Rates

Residential	Com/Ind/PP
\$19.38	\$19.38

Assessors

Carol Leipner Srebnick, Chairman
Susan Miller
Gary Yu

HOUSE OF SALES

Sale Date	St	Address	Sale Amount
1/4/16	50	QUABOAG RD	555,000
1/5/16	125	HAYWARD RD	899,000
1/5/16	4	SANDY DR	630,000
1/8/16	6	SIMON HAPGOOD LN	575,000
1/15/16	12	ONEIDA RD	557,000
1/19/16	110	CANTERBURY HILL RD	1,100,000
1/21/16	94	ARLINGTON ST	630,000
1/22/16	98	CANTERBURY HILL RD	1,160,000
1/25/16	77	RIVER ST	730,000
1/26/16	6	ALCOTT ST	537,500
1/28/16	176	HIGH ST	481,500
1/29/16	59	PIPER RD	507,000
2/2/16	24	NEWTOWN RD	509,000
2/2/16	23	STONEYMEADE WY	1,000,000
2/9/16	79	ROBBINS ST	700,000
2/18/16	240	MAIN ST	353,000
2/26/16	35	ESTERBROOK RD	630,000
2/29/16	28	JOHN SWIFT RD	465,000
3/8/16	626	MASS AV	350,000
3/10/16	14	JOSEPH REED LN	656,000
3/23/16	63	LIBERTY ST	420,000
3/24/16	369	CENTRAL ST	519,000
3/28/16	121	NONSET PA	601,000
3/28/16	144	CENTRAL ST	336,000
3/28/16	35	ALCOTT ST	532,000
3/28/16	71	ROBBINS ST	385,000
3/30/16	143	NEWTOWN RD	650,000
3/30/16	19	HEMLOCK LN	626,000
3/31/16	1	LINCOLN DR	1,098,000
3/31/16	42	CONANT ST	654,000
4/4/16	120	NEWTOWN RD	680,000
4/4/16	11	GIOCONDA AV	452,000
4/15/16	44	STONEYMEADE WY	1,100,000
4/15/16	60	LEXINGTON DR	700,000
4/20/16	40	ROBBINS ST	401,000
4/21/16	33	ROBBINS ST	780,000
4/22/16	5	WAYSIDE LN	685,000
4/25/16	110	WINDSOR AV	585,500
4/27/16	3	CARRIAGE DR	417,500
4/29/16	363	ARLINGTON ST	455,000
4/29/16	95	SUMMER ST	822,900
4/29/16	44	PARKER ST	440,000

5/3/16	668	MASS AV	417,000
5/3/16	3	REDWOOD RD	499,000
5/10/16	28	NEWTOWN RD	436,500
5/10/16	2	BELLANTONI DR	550,000
5/11/16	305	SCHOOL ST	425,000
5/18/16	27	AGAWAM RD	493,500
5/19/16	46	AGAWAM RD	467,500
5/19/16	5	DUNHAM LN	788,200
5/20/16	172	SCHOOL ST	485,000
5/20/16	71	RIVER ST	706,500
5/25/16	3	WHITTIER DR	586,000
5/26/16	36	MOHEGAN RD	630,000
5/26/16	3	OLD COLONY LN	635,000
5/27/16	4	HURON RD	590,000
5/27/16	66	WASHINGTON DR	550,000
5/27/16	136	STRAWBERRY HILL RD	985,000
5/31/16	612	MASS AV	612,000
5/31/16	294	ARLINGTON ST	640,000
5/31/16	124	HIGH ST	495,000
6/8/16	11	FLAGG RD	560,000
6/9/16	12	LILLIAN RD	506,000
6/14/16	9	GRIST MILL RD	720,000
6/15/16	54	STONEYMEADE WY	1,100,000
6/16/16	14	GRIST MILL RD	650,000
6/17/16	24	AGAWAM RD	870,000
6/17/16	67	HAMMOND ST	670,000
6/17/16	2	HOUGHTON LN	565,000
6/20/16	8	WINDEMERE DR	587,000
6/21/16	8	CASTLE DR	605,000
6/21/16	10	GRIST MILL RD	685,500
6/22/16	7	JEFFERSON DR	672,000
6/22/16	6	GRIST MILL RD	659,000
6/22/16	6	BILLINGS ST	550,000
6/22/16	2	CONCETTA CIR	614,000
6/23/16	28	ONEIDA RD	580,000
6/23/16	184	NAGOG HILL RD	640,000
6/23/16	3	LEDGE ROCK WY	540,000
6/24/16	15	NOTRE DAME RD	409,000
6/24/16	3	CASTLE DR	599,000
6/24/16	26	HERITAGE RD	590,000
6/27/16	5	HURON RD	610,000
6/27/16	43	ETHAN ALLEN DR	481,100
6/27/16	2	OAKWOOD RD	481,250
6/27/16	6	MADDY LN	790,000
6/28/16	10	FORT POND RD	406,000

6/28/16	292	NAGOG HILL RD	965,000
6/28/16	167	WILLOW ST	485,000
6/29/16	11	MARIAN RD	520,000
6/29/16	5	ALCOTT ST	531,000
6/30/16	30	ONEIDA RD	458,500
6/30/16	4	ALGONQUIN RD	515,000
6/30/16	12	LARCH RD	660,000
6/30/16	15	WASHINGTON DR	830,000
6/30/16	28	MINOT AV	791,000
6/30/16	87	TAYLOR RD	705,000
6/30/16	8	ALCOTT ST	567,200
6/30/16	17	HORSESHOE DR	659,500
6/30/16	2	CLOVER HILL RD	350,000
6/30/16	297	OLD HIGH ST	333,000
6/30/16	7	JACKSON DR	1,175,000
7/1/16	8	WASHINGTON DR	990,000
7/1/16	9	HEMLOCK LN	515,000
7/1/16	115	CONCORD RD	586,000
7/7/16	7	WOODFIELD RD	775,500
7/7/16	14	ETHAN ALLEN DR	565,000
7/7/16	145	SCHOOL ST	739,000
7/8/16	28	MOHAWK DR	625,000
7/8/16	49	STONEYMEADE WY	1,100,000
7/8/16	150	POPE RD	1,185,000
7/8/16	23	DUGGAN RD	509,900
7/8/16	10	WHITTIER DR	550,000
7/11/16	16	FAULKNER HILL RD	541,000
7/12/16	50	HAYWARD RD	400,000
7/13/16	12	BRUCEWOOD RD	600,000
7/15/16	7	MOHAWK DR	649,000
7/15/16	80	WOOD LN	580,000
7/15/16	8	BERRY LN	593,000
7/15/16	114	CANTERBURY HILL RD	990,000
7/18/16	11	BREEZY POINT RD	950,000
7/18/16	3	PHLOX LN	600,000
7/19/16	5	MAILLET DR	678,000
7/22/16	21	OVERLOOK DR	777,000
7/25/16	5	SIMON WILLARD RD	526,000
7/25/16	32	NAGOG HILL RD	512,000
7/25/16	16	DURKEE RD	660,000
7/27/16	301	NAGOG HILL RD	911,000
7/28/16	20	CARLISLE RD	499,000
7/28/16	9	WINDEMERE DR	641,000
7/28/16	56	RIVER ST	475,000
7/29/16	353	MAIN ST	605,000

7/29/16	72	CENTRAL ST	425,500
8/2/16	43	AGAWAM RD	716,000
8/2/16	93	CONCORD RD	400,000
8/4/16	18	DEACON HUNT DR	665,000
8/4/16	29	PROSPECT ST	609,900
8/5/16	124	NONSET PA	830,000
8/5/16	12	PUTNAM RD	658,000
8/5/16	154	WILLOW ST	530,000
8/5/16	183	NEWTOWN RD	920,000
8/5/16	25	CANTERBURY HILL RD	1,195,000
8/8/16	68	WILLOW ST	630,000
8/15/16	19	NAGOG HILL RD	758,000
8/18/16	8	HUCKLEBERRY LN	805,000
8/19/16	54	MOHAWK DR	635,000
8/19/16	1	ROOSEVELT DR	665,000
8/19/16	1	SANDY DR	600,000
8/19/16	64	WINDSOR AV	799,000
8/23/16	59	ROBBINS ST	525,000
8/25/16	43	NEWTOWN RD	625,000
8/25/16	204	POPE RD	1,180,000
8/25/16	5	LOTHROP RD	590,000
8/26/16	9	JOHN SWIFT RD	460,000
8/29/16	17	ETHAN ALLEN DR	620,000
8/29/16	54	POPE RD	788,000
8/30/16	8	PROCTOR ST	930,000
9/1/16	2	WEST RD	458,005
9/7/16	96	HOSMER ST	450,000
9/8/16	14	GIOCONDA AV	455,000
9/9/16	130	SUMMER ST	950,000
9/9/16	55	BRUCEWOOD RD	725,000
9/13/16	14	NASH RD	430,000
9/20/16	5	BADGER CIR	700,050
9/21/16	37	OLD VILLAGE RD	800,001
9/22/16	55	WOODBURY LN	508,000
9/29/16	22	ARLINGTON ST	645,000
9/29/16	47	PARKER ST	415,000
9/30/16	406	CENTRAL ST	405,000
9/30/16	296	ARLINGTON ST	825,000
10/3/16	11	SENECA RD	589,000
10/3/16	2	CRICKET WY	650,000
10/13/16	4	WESTSIDE DR	545,000
10/21/16	4	CHEROKEE RD	367,500
10/27/16	111	STOW ST	670,000
10/27/16	45	PARKER ST	420,000
10/28/16	24	HENLEY RD	696,900

10/28/16	1	GRIST MILL RD	497,000
10/31/16	90	NEWTOWN RD	477,500
11/2/16	8	AYER RD	573,000
11/2/16	6	GERALD CIR	539,900
11/3/16	56	CONCORD RD	394,000
11/4/16	4	JAY LN	955,000
11/8/16	23	ETHAN ALLEN DR	450,000
11/10/16	8	COOLIDGE DR	740,000
11/10/16	16	SMART RD	570,000
11/15/16	27	ALCOTT ST	600,500
11/16/16	82	ALCOTT ST	575,000
11/18/16	60	BRUCEWOOD RD	587,400
11/21/16	2	MEADOWBROOK RD	519,000
11/21/16	7	WEST RD	415,000
11/21/16	9	GUSWOOD RD	810,000
11/22/16	23	FAULKNER HILL RD	440,000
11/23/16	3	ELIOT CIR	582,500
11/23/16	70	TAYLOR RD	435,000
11/30/16	267	HIGH ST	370,000
12/1/16	22	PAUL REVERE RD	510,000
12/5/16	53	SCHOOL ST	404,000
12/6/16	40	NASH RD	450,000
12/6/16	33	WETHERBEE ST	772,500
12/9/16	11	VANDBELT RD	470,000
12/14/16	16	WESTSIDE DR	620,000
12/15/16	6	WEST RD	523,000
12/19/16	12	BROMFIELD RD	560,000
12/20/16	18	GRIST MILL RD	609,000
12/22/16	15	SAMUEL PARLIN DR	710,000
12/30/16	4	LADY SLIPPER LN	900,000
12/30/16	5	PARTRIDGE POND RD	900,000
12/30/16	77	MAIN ST	335,000

ELIZABETH WHITE FUND

A permanent fund was bequeathed to the Town of Acton by George R. White [1847-1922], in memory of his mother, Elizabeth. The income from the fund is to be used only “in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid and assistance by inquiry and investigation, in advance of the claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making an application for aid.”

In 2018 the trustees requested and the Board of Selectmen approved \$2870.00 for distribution to 34 applicants.

Trustees:

Mary Ann Ashton

Jo-Ann Berry

Andrea Miller

FINANCE COMMITTEE

The charter of Acton’s Finance Committee as stated in the Town bylaws is to “consider any and all municipal questions for the purpose of making reports and recommendations...the Finance Committee shall include in its duties the review of and recommendations concerning the budget for the annual meeting, the review of and recommendations concerning any other matter of financial nature arising at the annual meeting or at any special meeting, and the preparation of long-range fiscal plans for the Town.” The Finance committee fulfills this role in a variety of ways.

The Finance Committee generally meets twice monthly and more frequently in preparation for any town meeting. Members serve on many other standing committees and task forces including the Health Insurance Trust, the Acton 2020 Committee, and the South Acton Train Station Advisory Committee, the School Building Committee, and the Capital Improvement Planning Committee, to name a few. We have regular observers for the Board of Selectmen, the Economic Development Committee, the Community Preservation Committee, and the Acton-Boxborough Regional School District Committee.

In 2018, The Finance Committee started our year with the preparation and adoption of our annual “Point of View” document, which is meant to be both starting

guidance for budget conversations with the Town and the School District, as well as a conversation starter with the wider community. Keeping pace with recent years, we have approached the Council on Aging, as well as all the Parent/Teacher Organizations to present our “Point of View”, discuss the role of the committee, and to answer any questions on Town finances. This year, we have increased our outreach to include the League of Women Voters, as well as other community groups. We have also recorded a “Spotlight” message, in conjunction with many other committees in town, to describe our role in town government.

Providing information for the committee to consider, we participate in both the Town and School District’s “Budget Saturday” meetings and provide questions in advance, as well as follow up questions to ensure that we have as much information as possible to best provide guidance to the attendees of Town Meeting. To augment that information, we have regular updates from the Town Finance Department, in the form of a liaison who attends our meetings, as well as quarterly status reviews. Similarly, the School District has identified a liaison whom we can turn to during our conversations for clarification or further insight into their planning.

The Chair and Vice Chair represent the Finance committee on the Acton Leadership Group (ALG). This group, which includes members of the Board of Selectmen, and the School Committee as well as representatives of the town and school administrations, including the Town Manager and the Superintendent of ABRSD, utilizes a consensus process to formulate the annual budget proposal for Town Meeting and develops projections for planning purposes.

This year has been marked as a year of transition as there is both a new Town Manager and a new Superintendent of the Acton-Boxborough School District. Much of our conversations have revolved around longer-term capital planning, with the highest need identified as a new fire station and a new consolidated elementary school building. The responsibility to take into account long-term capital risks and requirements is at the core of the committee’s charter. It is incumbent upon the committee to be raising awareness of both the costs and timing of such changes beyond just the next budget year. With two capital projects actively being pursued, it is important for our citizens to know that the likelihood of a capital override or debt exclusion is in the near-term future for the Town to consider.

Jason Cole, Chair
Roland Bourdon, Vice Chair
Christi Andersen, Clerk

Members: Jeff Bergart, Tom Farley, Mike Majors,
Steve Noone, Sahana Purohit, Christine Russell, Dave
Wellinghoff

TOWN ACCOUNTANT ---

I respectfully submit the following for the 2018 Annual
Report for the Town of Acton:

Financial Reports for the period ending June 30, 2018

1. Statement of Revenues, Expenditures and Changes
in Fund Balances – General Fund
2. Departmental Object Budget
3. Trust Fund Activity – Principal and Income

The accuracy and completeness of the data presented
is in good standing with the Town.

My sincere thanks to the Finance department for all
their dedication and hard work.

Respectfully Submitted,

Lisa Wojick

Lisa Wojick
Town Accountant

**TOWN OF ACTON
DEPARTMENT OBJECT BUDGET**

SUB ACCT	DESCRIPTION	FY2018 BUDGET	FY2018 EXPENDED	PERCENT EXPENDED
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ACCOUNTANT/COMPTROLLER

5100	Personal Services	\$327,343	\$251,830	76.93%
5200	Services	\$2,700	\$711	26.35%
5400	Supplies	\$3,000	\$1,732	57.74%
	DEPARTMENT TOTAL	\$333,043	\$254,274	76.35%

ASSESSORS

5100	Personal Services	\$274,282	\$266,331	97.10%
5200	Services	\$21,200	\$16,253	76.66%
5400	Supplies	\$1,600	\$98	6.13%
	DEPARTMENT TOTAL	\$297,082	\$282,682	95.15%

BUILDING INSPECTOR

5100	Personal Services	\$171,251	\$183,203	106.98%
5200	Services	\$4,159	\$24,351	585.51%
5400	Supplies	\$4,850	\$3,715	76.60%
	DEPARTMENT TOTAL	\$180,260	\$211,270	117.20%

TOWN CLERK

5100	Personal Services	\$157,370	\$132,417	84.14%
5200	Services	\$900	\$125	13.89%
5400	Supplies	\$3,500	\$7,719	220.54%
	DEPARTMENT TOTAL	\$161,770	\$140,261	86.70%

COA/COUNCIL ON AGING

5100	Personal Services	\$317,457	\$320,019	100.81%
5200	Services	\$207,750	\$207,076	99.68%
5400	Supplies	\$13,000	\$12,372	95.17%
5600	Intergovernmental	\$1,928	\$2,000	103.73%
	DEPARTMENT TOTAL	\$540,135	\$541,467	100.25%

COLLECTOR

5100	Personal Services	\$163,182	\$111,685	68.44%
5200	Services	\$19,450	\$23,474	120.69%
5400	Supplies	\$550	\$567	0%
	DEPARTMENT TOTAL	\$183,182	\$135,726	74.09%

COMMISSION ON DISABILITIES

5200	Services	\$1,350	\$1,163	86.12%
5400	Supplies	\$100	\$579	578.65%
	DEPARTMENT TOTAL	\$1,450	\$1,741	120.09%

ANIMAL CONTROL

5100	Personal Services	\$-	\$-	
5200	Services	\$23,000	\$19,200	83.48%
	DEPARTMENT TOTAL	\$23,000	\$19,200	83.48%

SUB ACCT	DESCRIPTION	FY2018 BUDGET	FY2018 EXPENDED	PERCENT EXPENDED
DISPATCH				
5100	Personal Services	\$612,302	\$605,415	98.88%
5400	Services	\$6,500	\$5,259	100.00%
	DEPARTMENT TOTAL	\$618,802	\$610,675	98.69%
ELECTIONS				
5100	Personal Services	\$40,300	\$12,097	30.02%
5200	Services	\$24,500	\$30,297	123.66%
5400	Supplies	\$26,000	\$5,930	22.81%
	DEPARTMENT TOTAL	\$90,800	\$48,324	53.22%
EMERGENCY MANAGEMENT				
5100	Personal Services	\$23,000	\$23,000	100.00%
5200	Services	\$5,550	\$-	0.00%
5400	Supplies	\$24,500	\$12,184	49.73%
	DEPARTMENT TOTAL	\$53,050	\$35,184	66.32%
ENGINEERING				
5100	Personal Services	\$237,021	\$239,334	100.98%
5200	Services	\$42,500	\$35,750	84.12%
5400	Supplies	\$2,600	\$880	33.85%
5800	Capital Outlay	-	-	
	DEPARTMENT TOTAL	\$282,121	\$275,964	97.82%
FINANCE DIRECTOR				
5100	Personal Services	\$286,118	\$215,650	75.37%
5200	Services	\$166,600	\$229,841	137.96%
5400	Supplies	\$57,000	\$39,460	69.23%
5600	Intergovernmental			
5700	Other Appropriations	\$7,550,674	\$7,275,989	96.36%
5900	Debt Service	\$3,208,929	\$3,161,541	98.52%
	DEPARTMENT TOTAL	\$11,269,321	\$10,922,480	96.92%
FINANCE COMMITTEE				
5200	Services	\$272	\$280	102.94%
	DEPARTMENT TOTAL	\$272	\$280	102.94%
FIRE				
5100	Personal Services	\$2,915,991	\$2,896,269	99.32%
5200	Services	\$48,000	\$45,047	93.85%
5400	Supplies	\$177,980	\$155,929	87.61%
5600	Intergovernmental			
5800	Capital Outlay	\$25,000	\$19,333	100.00%
5900	Other Appropriations			
	DEPARTMENT TOTAL	\$3,166,971	\$3,116,577	98.41%

SUB ACCT	DESCRIPTION	FY2018 BUDGET	FY2018 EXPENDED	PERCENT EXPENDED
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GREEN ADVISORY BOARD

5100	Personal Services	\$14,647	\$13,845	
5200	Services	\$277	\$-	0.00%
5400	Supplies	\$212	\$-	0.00%
	DEPARTMENT TOTAL	\$15,136	\$13,845	91.47%

HEALTH

5100	Personal Services	\$40,017	\$45,189	112.92%
5200	Services	\$76,900	\$53,617	69.72%
5400	Supplies	\$1,500	\$11,243	749.52%
	DEPARTMENT TOTAL	\$118,417	\$110,049	92.93%

HIGHWAY

5100	Personal Services	\$1,197,122	\$1,213,006	101.33%
5200	Services	\$496,077	\$478,704	96.50%
5400	Supplies	\$456,189	\$576,000	126.26%
5700	Other Appropriations	\$9,501	\$8,654	91.09%
5800	Capital Outlay	\$470,609	\$537,876	114.29%
	DEPARTMENT TOTAL	\$2,629,498	\$2,814,240	107.03%

HISTORICAL COMMISSION

5200	Services	\$200	\$-	0.00%
5400	Supplies	\$176	\$364	206.81%
	DEPARTMENT TOTAL	\$376	\$364	96.80%

HUMAN RESOURCES

5100	Personal Services	\$254,524	\$249,038	97.84%
5200	Services	\$81,985	\$79,944	97.51%
5400	Supplies	\$5,150	\$5,827	113.14%
5700	Other Appropriations	\$94,000	\$97,216	103.42%
	DEPARTMENT TOTAL	\$435,659	\$432,024	99.17%

INFORMATION TECHNOLOGY

5100	Personal Services	\$418,383	\$379,928	90.81%
5200	Services	\$1,082,950	\$1,069,794	98.79%
5400	Supplies		\$5,995	100.00%
5800	Capital Outlay	\$70,000	\$76,500	109.29%
	DEPARTMENT TOTAL	\$1,571,333	\$1,532,217	97.51%

LAND USE/ECONOMIC DEVELOPMENT

5100	Personal Services	\$249,953	\$250,905	100.38%
5200	Services	\$10,000	\$17,288	172.88%
5400	Supplies		\$387	
5800	Capital Outlay			
	DEPARTMENT TOTAL	\$259,953	\$268,580	103.32%

SUB ACCT	DESCRIPTION	FY2018 BUDGET	FY2018 EXPENDED	PERCENT EXPENDED
TOWN MANAGER				
5100	Personal Services	\$605,934	\$697,280	115.08%
5200	Services	\$590,500	\$551,823	93.45%
5400	Supplies	\$18,100	\$10,384	57.37%
5800	Capital Outlay		\$45,618	100.00%
	DEPARTMENT TOTAL	\$1,214,534	\$1,305,105	107.46%

MEMORIAL LIBRARY

5100	Personal Services	\$1,109,113	\$1,092,079	98.46%
5200	Services	\$52,650	\$57,589	109.38%
5400	Supplies	\$218,625	\$235,729	107.82%
5700	Other Appropriations	\$-	\$-	
	DEPARTMENT TOTAL	\$1,380,388	\$1,385,397	100.36%

TOWN MEETING MODERATOR

5100	Personal Services	\$200	\$-	0.00%
5200	Services	\$17,600	\$67,181	381.71%
5400	Supplies	\$17	\$385	2266.59%
	DEPARTMENT TOTAL	\$17,817	\$67,567	379.22%

MUNICIPAL PROPERTIES

5100	Personal Services	\$724,421	\$717,769	99.08%
5200	Services	\$905,819	\$813,665	89.83%
5400	Supplies	\$63,500	\$56,614	89.16%
5800	Capital Items	\$-	\$108,267	100.00%
	DEPARTMENT TOTAL	\$1,693,740	\$1,696,315	100.15%

NATURAL RESOURCES/CEMETERY

5100	Personal Services	\$775,994	\$810,370	104.43%
5200	Services	\$30,750	\$86,885	282.55%
5400	Supplies	\$32,700	\$16,929	51.77%
5800	Capital Items	\$-	\$52,674	
	DEPARTMENT TOTAL	\$839,444	\$966,859	115.18%

NURSING SERVICES

5100	Personal Services	\$374,212	\$309,841	100.00%
5200	Services	\$129,615	\$119,050	91.85%
5400	Supplies	\$19,000	\$9,951	100.00%
5700	Other Appropriations	\$4,600	\$4,553	100.00%
	DEPARTMENT TOTAL	\$527,427	\$443,395	84.07%

PLANNING BOARD

5100	Personal Services	\$242,046	\$253,227	104.62%
5200	Services	\$6,705	\$2,954	44.06%
5400	Supplies	\$3,755	\$1,278	34.03%
	DEPARTMENT TOTAL	\$252,506	\$257,459	101.96%

SUB ACCT	DESCRIPTION	FY2018 BUDGET	FY2018 EXPENDED	PERCENT EXPENDED
POLICE				
5100	Personal Services	\$4,196,858	\$4,190,131	99.84%
5200	Services	\$96,700	\$114,321	118.22%
5400	Supplies	\$82,800	\$78,231	94.48%
5800	Capital Outlay	\$184,500	\$184,855	100.19%
	DEPARTMENT TOTAL	\$4,560,858	\$4,567,537	100.15%
PUBLIC HEALTH NURSING				
5100	Personal Services	\$145,067	\$147,309	100.00%
5200	Services	\$2,500	\$154	6.15%
5400	Supplies	\$20,029	\$37,613	100.00%
	DEPARTMENT TOTAL	\$167,596	\$185,075	110.43%
PUBLIC CELEBRATIONS				
5100	Personal Services		\$-	
5200	Services	\$8,900	\$6,195	69.61%
5400	Supplies		\$1,005	100.00%
	DEPARTMENT TOTAL	\$8,900	\$7,200	80.90%
VETERANS SERVICE				
5100	Personal Services	\$77,421	\$76,705	99.08%
5200	Services	\$3,300	\$4,113	124.64%
5400	Supplies	\$5,100	\$3,869	75.87%
5700	Other Appropriations	\$110,000	\$93,290	84.81%
	DEPARTMENT TOTAL	\$195,821	\$177,978	90.89%
WEST ACTON LIBRARY				
5100	Personal Services	\$52,437	\$51,268	97.77%
5200	Services			
5400	Supplies	\$8,800	\$8,733	99.23%
	DEPARTMENT TOTAL	\$61,237	\$60,000	97.98%
TOTAL		\$33,151,899	\$32,887,312	99.2%

TOWN OF ACTON, MASSACHUSETTS
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund
Fiscal Year Ending June 30, 2018
Unaudited

Revenues:	General
Property Taxes	\$82,600,622
Tax Liens	168,307
Excises	3,419,007
Penalties and Interest	167,370
Licenses and Permits	1,308,583
Fees and Other Departmental	145,430
Intergovernmental	2,768,369
Charges for Services	344,205
Fines and Forfeits	113,816
Earnings on Investments	131,004
In Lieu of Taxes	48,451
Miscellaneous	44,943
	<hr/>
Total Revenues	91,260,107
	<hr/>
Expenditures:	
Current	
General Government	7,242,272
Public Safety	8,535,902
Education	58,802,985
Intergovernmental	274,919
Highways and Public Works	3,216,634
Human Services	2,556,573
Culture and Recreation	1,446,722
Employee Benefits and Insurance	7,885,737
Debt Service	
Principal	2,020,990
Interests	400,381
	<hr/>
Total Expenditures	92,383,115
	<hr/>
Excess of Revenues Over (Under) Expenditures	-1,123,008
	<hr/>
Other Financing Sources (Uses);	
Transfers In	72,417
Transfers Out	-431,000
Capital Lease Financing	185,261
	<hr/>
Total Other Financing Sources (Uses)	-173,322
	<hr/>
Net Change in Fund Balance	-1,296,330
	<hr/>
Fund Balance, Beginning	13,408,775
	<hr/>
Fund Balance, Ending	\$12,112,445
	<hr/>

**TOWN OF ACTON
EXPENDABLE TRUST FUNDS
FY18**

	ACCOUNT	BEGINNING EXPENDABLE 6/30/17	EXPENDITURES	NET INCOME	CHANGE UNREALIZED GAIN/LOSS	ENDING EXPENDABLE 6/30/18
ELIZABETH WHITE	7002	\$16,210.57	\$(1,261.02)	\$1,671.37	\$(2,261.08)	\$14,359.84
VARNUMN TUTTLE MEM'L	7003	146,415.42	(98.74)	6,454.51	(8,348.53)	144,422.66
BETSY BALL CHARITY	7004	42,116.20	(32.96)	2,154.52	(2,786.74)	41,451.02
GEORGIA WHITNEY CHAR	7005	34,546.95	(30.69)	2,006.34	(2,595.08)	33,927.52
CHARLOTTE GOODNOW	7006	929.17	(2.48)	162.14	(209.71)	879.12
ACTON YOUTH	7007	11,153.10	(20.36)	1,330.69	(1,721.16)	10,742.27
JAMES KINSLEY	7008	9,217.00	(6.45)	421.60	(545.32)	9,086.83
DRUM TRICENTENNIAL FUND	7009	1,149.34	(0.73)	47.41	(61.35)	1,134.67
CONSERVATION FUND	7012	52,993.75	(33.45)	2,186.80	(2,828.50)	52,318.60
GEORGIA WHITNEY	7013	30,066.05	(28.45)	1,859.68	(2,405.36)	29,491.92
WATSON FUND	7014	8,599.96	(148.01)	457.24	(599.35)	8,309.84
HOIT & SCOTT FUND	7015	1,230.80	(31.09)	71.36	(93.84)	1,177.23
DR ROBERT DAVIS	7016	3,975.18	(33.14)	205.21	(267.01)	3,880.24
FRANK HAYWARD	7017	12,619.86	(59.60)	561.45	(729.45)	12,392.26
GEORGE AMES	7018	952.93	(0.90)	58.51	(75.71)	934.83
GEORGIA WHITNEY	7019	2,651.14	(32.62)	171.23	(223.03)	2,566.72
ROBBINS & AMES	7020	120,332.71	(32,491.45)	5,760.49	(9,135.13)	84,466.62
CAPTAIN ROBBINS	7021	23,505.14	(16.42)	1,073.09	(1,388.00)	23,173.81
ROBBINS WOODLAND	7022	4,120.97	(33.55)	231.93	(301.48)	4,017.87
JENKS FAMILY	7023	210,028.66	(113,330.23)	13,880.00	(24,333.60)	86,244.83
ELDRIDGE ROBBINS	7024	2,959.75	(32.50)	163.34	(212.81)	2,877.78
MARTHA DESMOND	7025	9,140.38	(73.66)	500.37	(651.22)	8,915.87
NEW PERPETUAL CARE	7026	223,963.46	(1,753.94)	69,101.33	(85,067.22)	206,243.63
RAYMOND MONUMENT	7027	17,253.52	(11.33)	740.84	(958.26)	17,024.77
OLD PERPETUAL CARE	7028	272,196.49	(3,311.60)	18,580.67	(24,190.37)	263,275.19
ARLETTE APPELYARD	7029	7,179.63	(86.79)	378.15	(493.92)	6,977.07
RAYMOND CARE	7030	6,759.73	(71.53)	360.88	(470.79)	6,578.29
MARY SMITH FUND	7031	3,658.69	(63.57)	233.37	(304.96)	3,523.53
HOSMER	7032	220,317.18	(590.27)	13,308.94	(17,235.03)	215,800.82
WETHERBEE	7033	162,195.10	(306.70)	7,103.85	(9,200.49)	159,791.76
ERNEST JONES	7034	2,792.17	(17.39)	156.43	(203.14)	2,728.07
BLANCHARD	7035	9,537.17	(73.55)	492.77	(641.40)	9,314.99
AB CONANT FAMILY	7036	3,382.13	(32.77)	180.75	(235.36)	3,294.75
FRANK KNOWLTON	7037	2,559.38	(32.25)	146.78	(191.45)	2,482.46
MRS ONEIL	7038	2,187.65	(1.62)	105.65	(136.64)	2,155.04
WELLS	7039	37,399.79	(91.50)	1,666.49	(2,159.54)	36,815.24
PORTER JENKS	7040	1,434.47	(49.50)	3,235.67	(4,185.14)	435.50
HIGH SCHOOL	7041	3,340.26	(4.63)	302.93	(391.78)	3,246.78
KATHERINE M. KINSLEY	7042	10,004.44	(12.29)	803.29	(1,038.99)	9,756.45
WILLIAM A WILD	7043	8,675.61	(11.16)	729.67	(943.74)	8,450.38
SUSAN/LUTHER CONANT	7044	5,909.00	(4.70)	307.05	(397.16)	5,814.19
LUKE TUTTLE	7045	2,170.66	(1.50)	97.81	(126.53)	2,140.44
NEWELL B TANTER	7046	11,882.80	(14.98)	979.33	(1,266.70)	11,580.45

LIBRARY PLANTER	7047	2,828.97	(2.42)	158.01	(204.37)	2,780.19
MILDRED P MOORE	7048	3,631.87	(3.56)	232.39	(300.60)	3,560.10
MARK CLAPP	7049	1,089.83	(1.41)	92.09	(119.12)	1,061.39
HIRAM J HAPGOOD	7050	1,330.73	(0.97)	63.17	(81.70)	1,311.23
CHARLOTTE CONANT	7051	3,455.08	(3.13)	204.46	(264.47)	3,391.94
MINNIE DAVIS	7052	686.61	(0.65)	42.21	(54.61)	673.56
FLORENCE GRANDINE	7053	5,594.71	(16.58)	1,083.94	(1,401.98)	5,260.09
GEORGE KASHUBA	7054	5,036.04	(3.18)	207.79	(268.79)	4,971.86
ACTON MEM'L LBY FUND	7055	408,264.98	(257.73)	16,847.13	(21,790.79)	403,063.59
DOLAN LEYS TRUST FUND	7057	2,430.99	(7.85)	512.98	(663.48)	2,272.64
ACTON FIREFIGHTERS RELIEF FUND	7058	205,710.47	(136.90)	8,948.59	(11,574.47)	202,947.69
DONALD & FREDA ROBBINS TRUST	7059	5,051.98	(15.82)	1033.77	(1,337.13)	4,732.80
LALLI MERIT AWARD	7061	3,563.48	(1,020.56)	1,320.08	(1,787.86)	2,075.14
LALLI PUBLIC SAFETY AWARD	7062	48.61	(17.69)	1,181.09	(1,447.26)	(235.25)
		\$2,408,438.71	\$(155,830.52)	\$192,369.63	\$(252,908.70)	\$2,192,069.12

NOTE: Beginning and Ending expendable include unrealized gain/loss

**TOWN OF ACTON
NON-EXPENDABLE TRUST FUNDS
FY18**

	ACCOUNT	BEGINNING BALANCE 6/30/17	REVENUES	ENDING BALANCE 6/30/18
ELIZABETH WHITE	7002	\$25,000.00		\$25,000.00
VARNUMN TUTTLE MEM'L	7003	10,000.00		10,000.00
BETSY BALL CHARITY	7004	10,095.26		10,095.26
GEORGIA WHITNEY CHAR	7005	14,073.70		14,073.70
CHARLOTTE GOODNOW	7006	3,000.00		3,000.00
ACTON YOUTH	7007	21,094.00		21,094.00
JAMES KINSLEY	7008	1,000.00		1,000.00
ACTON FIREFIGHTERS RELIEF FUND	7058	11,145.00		11,145.00
LALLI MERIT AWARD	7061	29,000.00		29,000.00
LALLI PUBLIC SAFETY AWARD	7062	28,000.00	1,000.00	29,000.00
WATSON FUND	7014	2,500.00		2,500.00
HOIT & SCOTT FUND	7015	500.00		500.00
DR ROBERT DAVIS	7016	1,000.00		1,000.00
FRANK HAYWARD	7017	1,000.00		1,000.00
GEORGE AMES	7018	465.49		465.49
GEORGIA WHITNEY	7019	1,500.00		1,500.00
ROBBINS & AMES	7020	21,210.08		21,210.08
CAPTAIN ROBBINS	7021	2,500.00		2,500.00
ROBBINS WOODLAND	7022	1,500.00		1,500.00
JENKS FAMILY	7023	142,176.26		142,176.26
ELDRIDGE ROBBINS	7024	1,000.00		1,000.00
MARTHA DESMOND	7025	3,000.00		3,000.00
NEW PERPETUAL CARE	7026	1,419,189.00	53,570.00	1,472,759.00
RAYMOND MONUMENT	7027	700.00		700.00
OLD PERPETUAL CARE	7028	178,259.92		178,259.92
ARLETTE APLEYARD	7029	2,000.00		2,000.00
RAYMOND CARE	7030	2,000.00		2,000.00
MARY SMITH FUND	7031	2,000.00		2,000.00
HOSMER	7032	102,238.95		102,238.95
WETHERBEE	7033	10,000.00		10,000.00
ERNEST JONES	7034	1,000.00		1,000.00
BLANCHARD	7035	2,419.24		2,419.24
AB CONANT FAMILY	7036	1,000.00		1,000.00
FRANK KNOWLTON	7037	1,000.00		1,000.00
MRS ONEIL	7038	372.39		372.39
WELLS	7039	3,000.00		3,000.00
PORTER JENKS	7040	76,977.01		76,977.01
DONALD & FRED A ROBBINS TRUST	7059	20,000.00		20,000.00
GEORGIA WHITNEY	7013	15,000.00		15,000.00
HIGH SCHOOL	7041	4,000.00		4,000.00
KATHERINE M. KINSLEY	7042	9,461.75		9,461.75

WILLIAM A WILD	7043	9,006.00	9,006.00
SUSAN/LUTHER CONANT	7044	1,532.00	1,532.00
LUKE TUTTLE	7045	200.00	200.00
NEWELL B TAINTER	7046	11,849.79	11,849.79
LIBRARY PLANTER	7047	1,000.00	1,000.00
MILDRED P MOORE	7048	2,000.00	2,000.00
MARK CLAPP	7049	1,142.00	1,142.00
HIRAM J HAPGOOD	7050	200.00	200.00
CHARLOTTE CONANT	7051	1,500.00	1,500.00
MINNIE DAVIS	7052	336.50	336.50
FLORENCE GRANDINE	7053	20,672.34	20,672.34
DOLAN LEYS TRUST FUND	7057	10,000.00	10,000.00

\$2,240,816.68

\$54,570.00

\$2,295,386.68

ACTON HOUSING AUTHORITY

The Acton Housing Authority was established by Acton's Annual Town Meeting in 1970. The Authority is governed by a five-member board of Commissioners who serve five-year terms; three members elected by the Town, a fourth member appointed by Governor and a fifth member who is a tenant of the Acton Housing Authority (AHA). The regulations establishing how this fifth member position is to be selected has yet to be promulgated by the State, so this position is currently vacant. The operation of the Authority is administered by the Executive Director and staff.

The MISSION of the Acton Housing Authority (AHA) is to provide safe, decent and affordable housing to low and moderate-income households. The AHA accomplishes this mission by offering one-hundred and sixty (160) affordable housing units that we own and operate for rent and by providing housing vouchers to another one-hundred and seventy-five (175) households which assists them in paying rent in the private housing market.

Currently, the AHA provides affordable housing to three-hundred and thirty-five (335) households. Through turnover of our housing units and vouchers, we were able to provide affordable rental housing to eleven (11) new households in 2018. Eight (8) of the new households were assisted with vouchers to rent apartments in the private market. Three (3) of the new households were assisted in apartments that we own.

MAINTAINING OUR EXISTING UNITS AND PROPERTIES

A significant part of our mission is to provide safe and decent affordable housing which we endeavor to do through our maintenance work order and capital planning systems. Our maintenance work order system tracks, 1) routine maintenance such as landscaping, shoveling, sanding, cleaning and painting, 2) preventive maintenance such as annual servicing of boilers, furnaces, air source heat pumps, septic systems, fire prevention, and alarm systems, 3) requested maintenance from tenants such as unclogging a toilet, fixing a light fixture or dripping faucets and 4) work orders created as part of the annual unit inspections. The maintenance staff and vendors completed 1,332 routine, preventive, requested, and inspection generated work orders in 2018.

We also completed several capital projects in 2018. The Town of Acton's Community Preservation Act grants

provided funding to replace the entrance decks and some siding at our elder/disabled housing development on Sachem Way. The Town also applied for a Housing Choice grant which was awarded to begin the design and replacement of the driveway and parking lot at the elderly development on Sachem Way. We used State modernization funds to repave the driveway and some walkways at Windsor Green, replace the roof and flooring at our congregate home, replace all the smoke and carbon monoxide detectors in our elderly housing units, and remove trees.

ASSISTING HOUSEHOLDS IN OUR HOUSING AND VOUCHER PROGRAMS

The Acton Housing Authority assists residents who live in our units or have a voucher from us to access services when needed. Our Family Self-Sufficiency/Tenant Services Coordinator assists residents with fuel assistance and food stamp applications, getting paperwork straightened out with the social security administration or health insurance programs. She also assists families with job opportunity and continuing education information and meets regularly with social service providers in Town to help establish linkages and service delivery. The Family Self-Sufficiency/Tenant Services position is funding through a Housing and Urban Development grant and the Acton Boxborough United Way. Our resident's services are coordinated by AHA staff working with the Council on Aging, Minuteman Senior Services, Community Service and Veteran Services Coordinators, Career Center, Eliot Community Human Services, Doli Atamian Community Supper, food pantry, First Connections, Household Goods and other organizations. The AHA is very grateful to all these organizations and the community of Acton who also provides assistance with holiday gifts and meals, school and summer camp supplies.

AFFORDABLE HOUSING NEED IN ACTON

While we work to provide quality affordable housing to our existing tenants and voucher holders there are hundreds of Acton households on our waiting list that we are currently unable to assist. At the end of 2018, there were over 320 local applicants on our Section 8 voucher list, 95 local senior households on our senior waiting list, 35 local families on our family waiting list and 6 local households on our disabled housing waiting list. Our combined voucher and housing unit waiting list is over 1,000 households, 456 are local applicants.

Seniors represent the largest number of local applicants waiting for a unit that we own. We were only able to assist two new senior households last year and we had the lowest turnover rate in our units in over ten years. The top standard senior applicant on our waiting list applied in August 2013. It now takes more than five years to get an affordable senior unit if you are not an emergency or a veteran.

In 2000, 11.6% of Acton's residents were 60 years or older and the median age was 37.8. In 2016, 17.8% of Acton's residents were 60 years or older and the median age was 43.4. From 2000-2016 the senior population in Acton rose approximately 51%. The over 60 population in Acton is growing at the highest rate and seniors are one of the population groups with the highest rates of poverty.

This trend is expected to continue. In fact, a recent study conducted by the AARP Foundation and the Harvard Joint Center for Housing Studies found that in 13 years, "1 in 5 will be over 65. As reported by their study, communities are unprepared to meet the housing needs of its aging population. "Recognizing the implications of this profound demographic shift and taking immediate steps to address these issues is vital to our standard of living. While it is ultimately up to individuals and families to plan for future housing needs, it is also incumbent upon policymakers at all levels of government to see that affordable, appropriate housing, as well as supports for long-term aging in the community, are available for older adults across the income spectrum."

To try and meet the needs of the aging population in Acton the AHA submitted a proposal to the Town to build thirty-one (31) units of accessible elder/disabled housing on 348-364 Main Street property. It is our hope that the Town will support our efforts to meet the affordable housing needs of Acton's aging population.

Board of Commissioners

Robert Whittlesey, Chair
Ryan Bettez, Vice Chair
Bernice Baran, Treasurer
Nancy Kolb, Secretary
Kelley Cronin, Executive Director

ACTON NURSING SERVICES

MISSION

The Acton Public Health Nursing Services is dedicated to fostering individual and community health in the town of Acton. To this end, the Acton Nursing Services provides Public Health and Certified Home Healthcare to the residents of Acton.

The Acton Nursing Services is proud to announce that we have been recognized to the list of the Top 25% of home health care providers in the country! This listing of successful providers is compiled by OCS HomeCare and Decision Health; these two organizations evaluate agencies on five domains of performance to determine those agencies in the Top 25%:

1. Quality of care
2. Process measurement implementation – process measures are used to assess adherence to clinical practice recommendations
3. Financial performance
4. Patient Experience (HHCAHPS)
5. Quality Improvement

These rankings are developed using publicly available data. OCS Homecare identifies agencies which enhance the quality of patient care so that a path to better outcomes and to patient satisfaction can be achieved. The Acton Nursing Service is proud of the recognition it has received, thanks to the work and dedication of its staff. I am extremely proud of the ANS staff for their continued hard work and commitment to keeping our patients safe in the community and by delivering the best care imaginable to them. Acton Nursing Services believes that continuity of care is a huge factor in our consistently high patient satisfaction scores.

Acton Nursing Services provides home health care, including skilled nursing; physical, occupational and speech therapy; medical social services and home health aide assistance. If you or a loved one needs services after a hospitalization, an injury, or a change in your medical condition, be sure to ask your doctor to refer to Acton Nursing Services.

Acton Nursing Services continues to provide Public Health services at our office for adult and childhood vaccinations under the Department of Public Health Vaccine for Children guidelines, podiatry clinics, wellness discussions, ImPACT testing, and blood pressure clinics. We encourage people to call before stopping in to assure the availability of a nurse.

For a third year, Acton Nursing Services has provided the ImPACT concussion baseline assessment program at Acton-Boxborough High school for all incoming freshman. ImPACT is the most scientifically validated computerized neurocognitive test used by more than 7,400 high schools and 1,000 colleges and universities to help evaluate and manage suspected concussions. The ImPACT test tracks students symptoms and measures multiple aspects of cognitive functioning, including attention span, working memory, sustained and selective attention time, non-verbal problem solving and reaction time. At the beginning of the school year, all incoming freshman take a Baseline ImPACT Test that assesses their cognition at their norm. If a student sustains and is diagnosed with a head injury by their physician, the Baseline Impact results can be given to their physician and be compared with a Post-Concussion test to help determine neurocognitive deficits, set up a plan of action for recovery, and help determine back to school and back to play guidelines. A total of 421 tests have been performed since the 2018-2019 school year began.

We have expanded our Podiatry Clinic for the second year and are now holding three clinics in our offices on a monthly basis and are looking at adding an additional clinic because it fills up so quickly!. We are lucky enough to have a contract with a Certified Foot Care Nurse, Sarah Kinghorn BSN, RN, CFCN, and her staff for providing these successful clinics. Watch for the dates of the clinics in the COA newsletter during the last week of each month for the following month's dates.

Our Flu Clinics kept us busy in September and October with 956 residents vaccinated for the 2018-2019 season and as the year ended we are still vaccinating those who missed our clinics! We held three town wide clinics at Acton-Boxborough Regional High School and three clinics in our offices at the Human Services and Senior Center building. Our Public Health Nurse, Linda Cullen MSN, RN provides clinics at the senior housing buildings in town as well as provides home visits for those residents in Acton who are unable to leave their homes for a flu vaccination. Thank you to the ANS staff, ABRHS Nursing staff and volunteers from the Acton Medical Reserve Corps who assisted with set up, break down and staffing of these important clinics. Also, a huge thank you to Weiyuan Sun, from the Health Department, who assists with scheduling and translating to the Asian population during our senior clinic at Sachem Way and Windsor Green.

Volunteers and other town departments continue to provide assistance to Acton Nursing Services. The

Friends of Acton Nursing Service (FANS) provides ongoing financial and volunteer support. The FANS are always looking for new members to assist with their efforts!! If you have any interest in joining FANS please contact our department and we will put you in touch with them. We continue to work closely with the Council on Aging to provide services to senior citizens, as well as attend monthly Senior at Risk meetings at the COA in conjunction with the Acton Police Department, Acton Fire Department, the Veteran Services Officer, Acton Housing and Minuteman Senior Services.

The Acton Nursing Services Advisory Committee (ANSAC) was formed in early 2017 and is assisting Acton Nursing Services marketing efforts and continuing to help increase Acton Nursing Services visibility within the community. Currently, ANSAC has assisted with updating the FAQ's on the Town of Acton website, assisted with and are continuing to look at updates to the ANS website, and assisted with a four postcard mailing to Acton residents regarding not only the Home Health Care we provide, but also making residents aware of the Public Health services we provide including the ImPACT Baseline Testing. The Acton Nursing Services Advisory Committee is looking for volunteers! Please reach out to the Volunteer Coordinating Committee if you are interested in helping to continue the outreach and marketing of the Acton Nursing Services.

Thank you,

Heather York RN, WCC Nursing Director



Acton Nursing Services Statistics FY2018

Home Visits

Registered Nurse	1,012
Home Health Aide	1,306
Physical Therapy	497
Occupational Therapy	51
Speech Therapy	0
Total Home Visits	2,866

Health Promotion Activities

TB Testing	15
Blood Pressure Checks	404
Podiatry Clinic	216
Influenza Vaccinations	956
Other Vaccinations	10

COMMISSION ON DISABILITIES

OUR MISSION

The Commission on Disabilities (COD) mission is to make Acton a better place to live by:

- Advocating for the rights and interests of citizens with disabilities and their families
- Ensuring that Acton meets the laws, regulations, and guidelines set down by federal, state, and regional bodies pertaining to the rights of citizens with disabilities
- Acting as a resource for education around the needs of people with disabilities and their families
- Striving to build a solid community of people with disabilities to increase our visibility and lobbying power and to decrease the sense of isolation that comes from living in a rural area

OFFICERS AND MEMBERSHIP

The Acton COD has 5 full members and 2 associate members. Madeleine Harvey was re-elected as chair in 2018. Membership:

Madeleine Harvey, Chair
Ann Corcoran, Vice Chair
Joan Burrows Co-Access Coordinator
Danny Factor, Co-Access Coordinator
Lisa Franklin, Transition Plan Coordinator
Leslie Johnson, Treasurer
Franny Osman, Secretary

In addition, several volunteers have regularly been attending our meetings, and the Town Manager, John Mangiaratti, stops by whenever his schedule permits.

CITIZENS' CONCERNS

The COD regularly hears concerns of individual citizens as they arise and offers referrals to other services where they can receive help. The COD also periodically requests and receives directives, as necessary, from the Massachusetts Office on Disability (MOD) on how to handle some of these cases, particularly the more complicated ones that might involve legal action.

CODA (COMMISSION ON DISABILITIES ALLIANCE)

This group (part of the Disability Policy Commission) has a monthly conference call, and after two years representing the Acton COD, Madeleine Harvey passed the baton to Lisa Franklin, who is now our liaison with this group. There is much to be gained by the interaction of chairs/members of other COD groups around the State, and various activities have been taken on, including handicapped parking policies and accessible pedestrian signals (APS), i.e., the "chirping" ones, of which Acton only has a few.

HEALTHY ACTON COLLABORATIVE (HAC)

Several members of the COD regularly attend the HAC meetings and work closely with this group on issues affecting persons with disabilities (PWD).

ACCESS ISSUES

As in the past, the COD regularly monitors and advocates for accessibility around town properties and also in response to privately owned public accommodations, to ensure clearly marked handicapped parking spaces, curb cuts, ramps, etc. Two members of the commission oversee these activities, working closely with the Town's Building Commissioner, Frank Ramsbottom.

PUBLIC RELATIONS

Articles regarding the COD's activities are regularly submitted to The Beacon and Action Unlimited to keep the public informed about the commission's activities, and to invite volunteers to join.

TRANSPORTATION

Transportation around town continues to be a key issue of concern for persons with disabilities. Acton now has multiple rides and van options (including the fixed

route CAT bus and the ongoing launch of improved rail shuttle from the north side of town), but more work remains to be done, including the possibility of evening and weekend rides. The COD regularly discusses and promotes the development of additional transportation options.

TRANSITION PLAN

In 2017 – spearheaded by then-Town Manager Steve Ledoux, and now handled by current Town Manager John Mangiaratti, the COD revived the issue that the Town has an updated Transition Plan, as directed by the Americans with Disabilities Act (ADA). The current one was partially updated in May 2014, but more work was required. This is currently underway, being overseen by the Town’s Public Works Director Corey York, and it is hoped that as a result, Acton will receive grant money for various projects relating to disabilities. Once the funding comes through, we will be eligible for further grants. Currently, however, both the assessment and corrections are being paid for by the Town.

TOWN MEETING ACCESS AND VOTING

The COD has, over the past several years –, initiated and worked with the Town to increase access and ease of voting for persons with disabilities (PWD) at Town Meetings. In addition to Communication Access Real Time Translation (CART) which is now featured at all meetings (services and screens with captioning strategically placed for all to see), the Town implemented electronic voting as of spring 2017, and this continued in 2018, an initiative strongly encouraged by the COD, to ensure that standing will no longer be required for vote-counting at meetings. The COD is proud of its efforts in this regard and is satisfied with the progress that has been made.

GOALS/OBJECTIVES/STRATEGIC PLAN

The COD is currently working on a 5-year strategic plan. Towards this end, a consultant was brought in during the spring of 2018 to help the group work through various issues around developing such a plan. The group recognizes that increasingly our community and others face disability issues; not just the obvious ones, but also the elderly/aging, those with congenital disabilities, accidents, etc. Defining our role in how to “help” the entire community of the disabled has been and remains challenging.

FACILITATING MEETINGS

In summer of 2018 it was suggested by a consultant that in the interest of fairness and a democratic process, we rotate facilitators at our meetings from time to time, reducing stress on the chair and offering others the chance to have this experience. This has since been happening on a regular basis.

TRANSPORTATION

Transportation around town continues to be a key issue of concern for persons with disabilities. Acton now has multiple rides and van options (including the fixed route CAT bus and the ongoing launch of improved rail shuttle from the north side of town), but more work remains to be done, including the possibility of evening and weekend rides. The COD regularly discusses and promotes the development of additional transportation options. Most recently, the COD has been looking into accessible bicycles, now that the Bruce Freeman and Assabet rail trails have been completed.

BRUNCH BUNCH

This past year, the COD reached out to isolated residents and those with disabilities by holding a brunch on the first Thursday of each month at the local Bickfords. This has evolved into a solid group of residents who now attend for friendship and conversation. It is our hope that other interested individuals will join over time.

MEETINGS/CONFERENCES

Various members of the COD have regularly attended meetings of the Massachusetts Office on Disability (MOD), transportation groups, etc., sharing important information with the commission.

EYES AND EARS AROUND TOWN

Perhaps one of COD’s most important functions is to serve as the ‘eyes and ears’ around town; for example, noticing HP parking violations, blocked entrances of establishments that make wheelchair access impossible, advocating for accessible pedestrian signals (APS, the “chirping” ones) around town, etc., and bringing these issues to the appropriate sources so that they can be addressed. In this regard, the COD is grateful for its good working relationship with the Town of Acton as well as numerous state and local commissions.

COD MEETINGS

The Commission on Disabilities meets regularly on the third Tuesday of each month at 9:30 am in room 126 at Town Hall, 472 Main Street in Acton.

For further information, please call 978-929-6620 or email cod@acton-ma.gov.

Respectfully submitted,

Madeleine Harvey
Acton Commission on Disabilities

ACTON COMMUNITY HOUSING CORPORATION

The Acton Community Housing Corporation (ACHC) is appointed by the Board of Selectmen in accordance with special legislation granted by Home Rule petition in 1996. ACHC's mission is to facilitate the creation of affordable housing opportunities with priority given to Acton residents and employees working in Acton.

ACHC meets on a monthly basis to review proposed affordable housing projects, discuss ways to acquire additional affordable units, develop programs to assist first time homebuyers, and act as the liaison to the town for affordable housing developers. ACHC currently has five full members and two associate members.

REGIONAL HOUSING SERVICES OFFICE

In 2012, the Town of Acton, at the recommendation of ACHC and funded through the CPA, joined the Regional Housing Services Office now based in the Town of Concord. The program has provided part-time support to the Town and ACHC by assisting in meeting the administrative, compliance, and monitoring requirements for the Town's existing affordable housing units, and furthering regional housing goals and efforts. The towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury, Wayland and Weston participate in the Regional Housing Services group to manage affordable housing from a municipal perspective. Roland Bartl, the Town Planner, sits as a member of the Advisory Committee for the RHSO. The program is now in its seventh year and greatly benefits the Town. It has been funded with Community Preservation Act funds through 2020. The RHSO website is full of valuable information on housing: <https://www.rhsousing.org/>

INDEPENDENT AUDIT

ACHC is audited annually by the Town Auditor in conjunction with the Town's annual audit.

AFFORDABLE HOUSING DEVELOPMENTS IN 2018

446 Mass Ave. (Residences at Kelley Corner) a 31, 1BR units rental building for seniors over 62 and the disabled was approved by the ZBA in September. The non-profit group Common Ground, developers of the Old High School, is hoping to get funding and state approvals over the next two years. ACHC has agreed to help fund pre-development expenses and provide a local share.

Post Office Crossing. This 12 unit 40B located at 6 Post Office Square was approved in 2014 and finally began construction in 2017. Three affordable units were marketed and buyers will be selected at the end of the year.

Anthem Village, Martin St. – A 28 unit development was approved for 31, 39, 45 Martin Street. It is a combination of 2 existing homes, 2 duplexes, and 22 new construction single family homes, with a total of seven affordable units. This is a MassHousing project that started construction in November 2017 with 5 of the affordable units to be ready for occupancy in early 2019.

Craftsman Village, 184 Main St. A development of 8 units in two, 4 unit buildings, 3BR townhouses, was approved in August and is currently under appeal in Land Court.

Sonny Side, 146 Prospect St. A 4 single family homes development with 4BR units was approved in June. Construction is underway. One unit will be sold to a first-time homebuyer.

43-45 School Street. Habitat for Humanity has been working to rehabilitate a duplex in South Acton, taken for back taxes and purchased from the town by Habitat. These are being renovated into 2, 3R units creating 2 affordable units. They have received good support from the community and a \$60,000 grant from the ACHC. Two families have been selected.

PROPOSED AFFORDABLE HOUSING DEVELOPMENTS IN 2018

Powder Mill Place - Powder Mill Rd. on the Acton/Maynard line. The development is proposed to be a 254 unit rental family housing with 180 units in Acton and 74 in Maynard. There will be multiple buildings 3-5

stories high with parking on the 1st level. Negotiations between Maynard and the developers are ongoing, the Acton Board of Selectmen has approved the LIP application.

Avalon Bay Expansion - 86 rental apartments are proposed to be added to the existing 300 unit Avalon Acton site in North Acton. These will be upscale apartments, each will have a front door and most will have garages. 22 of the units will be affordable but all will count toward the town's 10%. The developers are currently working on final designs and engineering and meeting with town officials before filing with the state.

Piper Lane, LLC - A proposed development is located on 6.48 acres of land off of School Street and Piper Lane in Acton. The development will consist of forty (40) townhouse style buildings in triplex or four (4) unit structures. Twenty-five (25%) percent of the units will be affordable, sold to families earning 80% or less of the area median income. There is significant neighborhood opposition to this proposal. Both the Board of Selectmen and ACHC have voted to not recommend the proposal in its current design and density. It is a MassHousing development which does not require signatures from the BOS and ACHC.

CAPITAL IMPROVEMENT

Capital improvement assistance was granted to three affordable unit owners to help repair or replace failing items.

DOWN PAYMENT/CLOSING COST ASSISTANCE.

Assistance was granted to one first time home buyer.

HOUSING PRODUCTION PLAN AND ECONOMIC DEVELOPMENT PROGRAM

ACHC continues to work on the Implementation Plan of the Housing Production Plan completed in 2015. The final Housing Production Plan that emerged provides Acton with housing and programming guidance to target those with unmet housing needs, build capacity and community awareness, guide housing production to priority development areas, and amend zoning to advance housing production.

ACHC will be funding the update of the HPP to be done for 2020.

The Planning Department has been awarded a Housing and Economic Development Implementation Program grant to pursue a joint initiative with the State to further explore and document the connection between housing and economic development and develop a Housing

and Economic Development Implementation Plan with a robust outreach component. ACHC provided partial funding for the program.

CPA REQUESTS

ACHC chose not to request housing funds from the CPA this year.

COMMUNITY INITIATIVE PILOT PROGRAM.

CHAPA sponsored an effort to engage more of the community on housing-related issues and selected Acton as a pilot community. Dana LeWinter was hired by CHAPA to be the full-time staff person for this initiative. Monthly meetings of the group have been held with 10-25 residents attending regularly. The meetings are constructive and informative. The group co-sponsored a Housing Forum with ACHC in July. The Housing Forum had a good turnout, 50-60 people, with a lot of positive feedback on the presentations.

The informal group has now chosen a name, **Housing for All**, and has created a Mission Statement. Attendees are kept informed about housing issues and opportunities for them to attend meetings and hearings to lend support

AFFORDABLE UNIT COUNT TOWARD 10% FOR 2017

The current total of subsidized housing units in Acton as of December 2018 is 569; of these 64 are affordable homeownership units. Other affordable units in the inventory are privately developed rental units, Acton Housing Authority units, and state group homes. This represents 6.7% of the 8475 total housing units in the town counted toward the 10% as officially affordable.

We would like to thank the Board of Selectmen and Town Staff, especially the Planning Staff, for their ongoing support of the ACHC. As Chairman, I would especially like to thank our very loyal and talented committee members. Without their dedication, there would be little progress made in the affordable housing effort

Full Members

Nancy Tavernier, Chairman
Bob Van Meter, Vice Chairman
Jennifer Patenaude, Treasurer
Bernice Baran, Co-Clerk
Lara Plaskon, Co-Clerk

Associate Members

Dan Buckley
Corrina Roman-Kreuze

COMMUNITY SERVICES

The position of Community Services Coordinator was created in 2009 to connect residents in need with social service resources. Requests for assistance are frequently in the areas of emergency food, health insurance, fuel assistance, behavioral health, and affordable housing. Requests for these hidden but growing needs resulted in 534 face to face encounters during calendar year 2018.

This past year the town has established a partnership with the MassHire Career Center in Framingham to provide career resources to residents of all ages. The town also continues to have a strong commitment and involvement with the AB Cares Coalition to provide suicide prevention and awareness workshops and resources to the community.

Sincere thanks and appreciation are extended to the following departments: Acton Nursing, Police & Fire Departments, Council on Aging, Board of Selectmen, and Town Manager for their ongoing support of this position.

Respectfully submitted,

Laura Ducharme, Community Services Coordinator

COUNCIL ON AGING

The mission of the Acton Council on Aging is to advocate for seniors by enhancing their quality of life and independence through programs and services designed to address their health and economic concerns as well as social and cultural interests.

The Senior Center relocated to 30 Sudbury Road this September. The new space offers increased parking, multiple program rooms, an exercise equipment room and larger dining room. Acton Nursing Services, the Veterans Services Officer, Community Services Coordinator, Transportation Coordinator and liaisons from the Police Department are also housed at the new location, allowing all Health and Human Services to be under one roof. We are thankful for the support we received from the community to make this project possible.

The Council on Aging provides programs and services to Acton residents 60 and over as well as information and referrals for residents of any age with concerns

about aging relatives, neighbors and friends. Acton's senior population continues to grow with over 5,000 residents age 60 or older.

PROGRAMS

Acton seniors have a strong interest in lifelong learning and a variety of offerings are scheduled throughout the year. Fitness classes are available to Acton seniors on a drop in basis. The Senior Center also has gym equipment to meet the demand from Acton seniors to exercise. Art classes, Bridge, Chess, Book Club, Genealogy, and Movies are just a few of the activities that happen on a regular basis. Monthly support groups for Grandparents raising Grandchildren and Widows and Widowers have been added as well as a Memory Café.

FUNDING

The COA is funded primarily by the Town. An annual grant from the State Executive Office of Elder Affairs funded additional exercise classes and a part-time Health and Wellness Coordinator.

The Friends of the Council on Aging sponsor numerous classes, programs, special events, and day trips. They also administer the Emergency Fuel Assistance Fund and mail the "File of Life" to each senior's home. Their active fundraising and strong support enable almost all of our programs to be offered free of charge to Acton seniors. The Friends receive support from the community and area businesses.

MEALS

Minuteman Senior Services hosts weekday lunches at the Senior Center and this year provided over 11,000 home delivered meals to seniors. A monthly catered lunch from Benchmark Senior Living at Robbins Brook and quarterly lunches from Newbury Court and Life Care Center of Acton are brought on site for the seniors to enjoy. Once a month a different Town Department volunteers to cook and serve a delicious meal at the Center. This year various groups from the community have also volunteered to prepare meals. The Veteran's Service Officer, James MacRae, hosts a monthly breakfast at the Senior Center.

SERVICES

Detective Michael Eracleo is our Elder Service Officer and visits the Senior Center on a monthly basis. Brent Carter serves as our liaison to the Fire Department and

has written grants providing smoke and CO detectors to the seniors in Acton.

Health insurance counseling and workshops are provided through Minuteman Senior Services by the SHINE program (Serving Health Information Needs of Everyone). The COA Senior Service Coordinator provides resource information in areas of housing, legal and financial assistance, adult day care, home health services, residential care facilities, and dementia care. Residents receive help preparing fuel assistance applications as well as accessing other state and local assistance programs. The Handy Helper program meets the requests of seniors for minor home repairs.

VOLUNTEERS

The Senior Center has over 100 volunteers who together worked over 4,900 hours this year. Without our incredible volunteers, we would not be able to provide the services we do. Volunteers answer office phones, monitor the gym, deliver meals to homebound seniors, help serve special luncheons, teach classes and do minor home repairs. They also provide tax assistance, legal counseling, organize our library, provide medical transportation and take care of our outdoor planters.

The Council on Aging Board meets the second Tuesday of each month at 10:00 in the Senior Center. Those currently serving on the Board are Chair Bonnie Lobel, Vice Chair Jacquie Friedman, Secretary Ellen Feinsand, Michael Chautin, Lori Cooney, Ann Corcoran, Peter Duran, Chunsheng (Bill) Fu, Alma Sandman, associate members Marion Maxwell and Nirupama Velankar. Liaison from Board of Selectmen Jon Benson and liaison for the Friends of the Acton COA Norma Wu attend monthly meetings.

The Acton Lions Club and Acton-Boxborough Rotary Club provide seasonal dinner events for over 100 seniors. High school students assist with a day of raking in the spring and fall. The Salvation Army, Food Pantry, Friends of the Acton COA and A Friend in Need assist seniors in need. School groups, area church groups, and private citizens donate gifts for the holidays and throughout the year. Thank you to all who have volunteered their time, energy and skills to enhance the well being of Acton's seniors.

Information about all programs, classes, and services is detailed in the Acton Senior Bulletin which is sent to all Acton seniors. The newsletter, available on the COA's website, actoncoa.com, can be e-mailed or picked up at the Senior Center which cuts down on distribution costs.

The hard work and dedication of the Council on Aging Staff and Human Services Receptionists should also be commended.

Rosie Atherton - Human Services Receptionist
Chris Chirokas- Program Manager
Beverly Hutchings –Senior Services Coordinator
Mary Morgan - Human Services Receptionist
Liz Paley - Health and Wellness Coordinator
Judy Peters – Office Manager
Fiona Starr– Staff Assistant
Terri Zaborowski - Exercise Instructor

Respectfully Submitted,

Sharon Mercurio
Council on Aging Director

ACTON HEALTH INSURANCE TRUST

The Acton Health Insurance Trust is a joint purchasing agency of the Town of Acton and the Acton-Boxborough Regional School District. The Trust provides health insurance for employees of both the town, school, and retirees. Approximately 80 percent of the employees insured are school employees and the remainder of the insured are municipal employees. There are five Trustees, the treasurers of the Town and the Regional School District, and one member each from the Acton Board of Selectman, the Regional School Committee, and the Acton Finance Committee.

The Trust employs a health insurance consultant, Cook, and Company, whose representative, Sue Shillue, attends all meetings of the Trust. The Trust employs an accountant, Borgatti Harrison & Co. to provide treasury services including receipt and disbursements of funds, billing of retirees, investment of cash and provision of monthly income statements and balance sheets to Trustees. The Trust is annually audited by Bill Fraher, CPA.

In Fiscal Year 2018 (July 1, 2017 to June 30, 2018), the Trust offered four different insurance products to active employees and non-Medicare retirees, Master Health Plus (dropped 07/01/18), a Blue Cross PPO (both considered indemnity plans) and two HMOs, one with Blue Cross and one with Harvard Pilgrim. Starting July 1, 2018, the Trust offers two high-deductible plans with Health Savings Accounts (HSAs). The HSAs have a high deductible of \$1,500 for individuals and \$3,000 for families. The employer pays half of the deductible

into the employee's HSA and the employee pays the rest. Effective July 1, 2018, the HMOs have a new deductible of \$250 for individuals and \$750 for families.

For each of the offered plans, the Trust is self-insured. That means that all employee health costs are paid by the Trust and not by the insurance companies which administer them for the Trust. The companies are paid a percentage fee for their administrative services. Downside risk to the Trust is minimized by the purchase of stop-loss insurance for claims over \$125,000, which the Trust puts out for bid and buys on a yearly basis. The Trustees set the premium rates annually based on municipal and school experience

For Master Health Plus and the PPO, the premium is split between employees and their employer 50/50. For the two HMO's and the two HSAs, the split is 75% for the employer and 25% for the employees. The Trust strives to have about 20% to 30% of operating funds in reserve as a buffer for unexpected expenses. When the reserves of the Trust are in that range, the health insurance rates are set so that revenues will equal expected expenses

In addition, for Medicare retirees, the Trust offers self-insured Medex as well as a premium-paid Medicare Advantage Plan. In these two plans, the premiums are split 50/50 between the retiree and the former employer. Except for the two Medicare plans, the plan designs for the plans have been negotiated by the Town Manager and the School Committee with the various unions.

In Fiscal 18, 283 individuals and 542 families (excluding Medicare) received health insurance (June 2018 enrollment), through the Trust. Excluding Medicare enrollment, almost all members were covered by HMO plans.

The Trust experienced very positive results during Fiscal 18. Total operating expenses were \$16,738,515. This was an increase of \$746,549 over FY 17. Total revenue for Fiscal 18 was \$18,589,852. Net unrestricted assets at the end of FY 18 were \$7,740,932. This represented a ratio of 46.2 percent of FY 18 operating costs. These reserves exclude \$763,499 of funds to pay claims incurred during Fiscal 18, but not yet submitted for payment (IBNR). Since the reserves exceed the goal of 30% of operating costs, the Trust members voted to decrease rates for Fiscal 19.

Additional financial details may be seen in the annual audit.

Mary Brolin, Chair
Steve Barrett, Secretary
Peter J. Berry
Margaret Dennehy
Steve Noone

VETERANS' SERVICES

OVERVIEW OF SERVICES

The Veterans' Service Officer's job is to help veterans learn about, apply for, and in some cases, receive benefits. Veterans' Agents are knowledgeable about an array of federal, state and local benefits to which you may be entitled. These services include assistance submitting service connected injury claims and veteran pension claims to the Department of Veterans Affairs. The primary duty of a Veteran's Agent is to help administer Massachusetts State Chapter 115 Veterans' Benefits to eligible Acton residents. Chapter 115 provides a needs based means tested program of financial and medical assistance for indigent veterans and their dependents, including unremarried surviving spouses. Qualifying veterans and their dependants receive financial assistance for food, shelter, clothing, housing supplies and medical care.

Some of the annual events my department assists with are:

Memorial Day Parade and Ceremonies:



2018 Memorial Day Grand Marshal: Charles Aaronson, U.S. Navy

Veteran's Day Ceremonies

In 2018 on November 11th, at 11 am marked the 100th anniversary of the signing of the Armistice to end World War I. As a direct result, this year's ceremony was truly exceptional. There were approximately 100 residents in attendance and 14 National Guardsmen out of

Fort Devens volunteered their time in the ceremony, providing color guard and a rifle detail.



2018 marked the 6th Annual Veteran's Day breakfast for Acton and Boxborough Veterans. This was a collaborative effort of the Acton- Boxborough Rotary Club and the Acton-Boxborough Regional High School. There were roughly 250 Veterans and family members in attendance and over 100 high school students greeting people and serving breakfast.



Respectfully submitted,

James R. MacRae, Director
Beverly Hutchings, Staff Assistant

VOLUNTEER COORDINATING COMMITTEE

Changes begun in 2017 continued throughout 2018. An updated Charge to the VCC from the Board of Selectmen was approved by the Selectmen on February 26. Long time VCC member and Chair Charlie Aaronson completed his service on June 30. As approved by the Board of Selectmen at our meeting with them in October of 2017, the VCC met with Town Counsel on April 23 and with Acton's Human Resources Director on June 25. These meetings culminated in a revised Volunteer Application Form, the final version of which was approved by the Board of Selectmen and

released to the public in late November. The first on-line application was received on November 29. It is important to credit VCC members Jennifer Querbes and Hart Millett for their vital contributions to this effort. Also at the June 25 meeting, the VCC implemented a reshuffling of duties within the Committee. Greg Hutchins agreed to serve another year as Chair with Hart Millett as Vice-Chair. Jennifer Querbes relinquished the duties of Clerk to Xuan Kong, but took on responsibility for writing the Committee's recommendations on applicants and sending those to the Town Manager's office and to the Selectman liaison to the relevant board.

Recruitment of new volunteers has been one of the duties of the VCC since its inception. In an effort to expand our outreach to the community, we were able to establish a partnership with Acton TV whereby the staff at Acton TV would record a brief recruiting video for volunteers for each board, committee, and commission in town government. Acton TV then broadcast these two to three minute promotional spots during their ongoing Talk of the Town series and posted the promos to their Internet Channel. The first such videos were recorded in late August and mid-September, and released shortly thereafter. A link to each spot was provided by Acton TV to the Town's Information Technology Department, who added the link to the board's page on the town website. As of year-end, a dozen of these spots have been filmed. It is hoped and expected that this will reach a different audience than the print media which have been our primary means of recruitment in the past. We continue to work with the local print media to publicize volunteer opportunities.

The VCC also began moving to the use of specific social media outlets for additional volunteer recruitment. Jennifer Querbes began posting volunteer openings on a phone app called "NextDoor" in September. We have also begun placing an appeal for volunteers in the Municipal Quarterly sent out with property tax bills. At the suggestion of VCC member Xuan Kong, a handout was put together to be made available at the Special Town Meeting held on December 3. VCC members Jennifer Querbes and Greg Hutchins assembled a five-page (three sheets printed on both sides) handout focusing on the boards, committees, & commissions that were then in need of people, and VCC member Fang Yang staffed our table. He was able to distribute almost all of the 350 sets of our handout that were printed.

On December 10, the VCC met with Selectman Liaison Peter Berry. The topic was the application

and enforcement of the volunteer term limits currently in the volunteer handbook. Mr. Berry agreed that the topic needed to be discussed further by the Board of Selectmen, with the VCC present as well. He will ask that it be put on the agenda for a BOS meeting in 2019.

For the calendar year, our records show that there were only 34 volunteer applications or inquiries received. This is only slightly more than half the number received in the last six months of 2017. For the year, there were 35 volunteer appointments made and one application denied by the BOS. The difference is accounted for by applications awaiting BOS action at the end of 2017. As of December 31, 2018 there were two applications awaiting action by the BOS, and six more in process.

The VCC would also like to acknowledge and thank the many town departments that have provided crucial assistance to us during the year, especially the Town Clerk's office, the Town Manager's office, and the Information Technology Department.

Respectfully Submitted,

Gregory D. Hutchins, Chair
Hartley Millett, Vice Chair
Xuan Kong, Clerk
Jennifer Querbes
Fang Yang

EDUCATION AND LIBRARIES

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

INTRODUCTION

The Acton-Boxborough Regional School District (AB) is governed by an eleven-member School Committee with representatives from Acton and Boxborough. During the 2016-2017 school year, AB served the learning needs of over 5600 students in grades PreK-12 and employed approximately 1,000 full- and part-time staff. The district completed its fourth year of full regionalization.

AB is comprised of eight schools; Acton-Boxborough Regional High School, RJ Grey Junior High School, Blanchard Elementary School, Conant Elementary School, Douglas Elementary School, Gates Elementary School, McCarthy-Towne Elementary School, and Merriam Elementary School. In addition, the Carol Huebner Pre-K School Program is housed in the Administration Building located on the main campus.

A more detailed account of the highlights, activities, and accomplishments for the 2017-2018 school year follows.

ENROLLMENT

As of October 1, 2017, the elementary school enrollment decreased from the previous year by 12 students, from 2,715 to 2,703. There were twenty students who

received special education services while attending "out-of-district" schools – with no change from the previous October 1. Kindergarten enrollment increased by twenty-two students, from 330 to 352. There were fourteen school choice students at the elementary level.

The junior high school enrollment for October 1 increased from 911 to 964. There was one school choice student.

The high school enrollment decreased from 1867 to 1827 students. There were thirteen school choice students at the high school – a decrease of four students from the previous year. There were 72 students who received special education services in grades 7–12 while attending "out-of-district" schools.

PERSONNEL

Staffing changes for the 2017-18 school year were affected by the June 2017 retirements of six teachers, fourteen resignations and six leaves of absence granted to Acton-Boxborough School District teachers. The district hired 25.45 full-time equivalent teachers to fill these vacancies and additional openings. Increased enrollment required the district to add two kindergarten sections. However, the total number of elementary sections decreased by two; fewer third and fifth-grade sections moving up resulted in the reduction of one fourth and one sixth grade section.

TEACHING AND LEARNING

Summer Leadership Retreat and Institute

The summer 2017 Leadership Retreat provided time for the District Leadership Team to focus on three areas: instructional leadership, policy, and operations, and shared professional learning. In the area of instructional leadership, cabinet members and building principals discussed the role of social-emotional learning and its importance to student academic learning. They also participated in activities to further calibrate the educator evaluation system and improve feedback. In the area of policy and operations, the group focused on the implementation of the new homework policy, elementary before and after-school funding, and school start times. Lastly, they engaged in learning how to enhance the effectiveness of meeting structures and committed to participate in a yearlong workshop from The National SEED (Seeking Educational Equity & Diversity) ProjectSM.

Professional Learning

"To learn with passionate intensity, . . . children need models. They need teachers who are avid learners."
-Ellin Keene

The Acton-Boxborough Regional School District's Professional Learning Program exists to provide opportunities for all educators to be learners and to improve our practice.

Research and Development (R&D)

In the summer of 2017, the R&Ds completed demonstrating the district's ongoing commitment to ensuring that our curriculum and instructional practices meet the needs of our students. At the elementary level the focus areas were science, mathematics and digital citizenship with these R&D projects: *Articulating Vertical Progression of Life Science Experiences in K-2*; *Developing Short Science Investigations*; *Developing Grade 3 Adaptation and Variation Investigation*; *Resources for Rich Mathematical Tasks*, *Growth Mindset Builders and Big Ideas*; and *Digital Citizenship for All: Grades 3-6*. At the junior high, projects focused on culturally responsive teaching, student engagement, and differentiation: *Instructional Materials for Differentiating Instruction in the Academic Support Center*; *Student Engagement and Differentiation through Grammar Materials*; *Infusing the Science Practices into the JH Science Curriculum*. Resilience, collaboration, and alternative assessments were common themes of the high school R&D projects:

Literature and Resilience; *Co-Teaching in the High School*; *Alternative Assessment in AP Psychology*; *Alternative Common Assessments for Research Skills for Social Studies*. Two district-wide R&Ds focused on our students who are learning English as their second language: *Building Academic Language and Background Knowledge for English Language Learners and Beyond* and *Evaluation Protocol and Entrance/Exit Criteria for Evaluating Students who Are Dual Language Learners for Communication Disabilities*.

Mentor Workshop

For new mentors, a workshop was held in anticipation of meeting and working with their protégés. The workshop focused on peer observations, feedback, protocols, classroom management, and district policies and procedures.

Beginning Teacher Support Program (BTSP)

ABRSD Teacher Orientation, Day 1

All new educators to the ABRSD spent a day together getting to know one another, hearing from the District Leadership Team, touring the towns of Acton and Boxborough, and enjoying lunch sponsored by the ABEA. In the afternoon, they worked with the Beginning Teachers Support Program Co-Coordinator, Carolyn Smiley and Maureen Lin, and their individual mentors.

New ABRSD Teacher Orientation, Day 2

The new ABRSD educators spent a second orientation day either at their respective school (for JH and HS educators) or together as an elementary cohort. There they learned specific information about the schools, technology tools, had time to orient themselves to the buildings and also had a bit of fun learning together!

Elementary Early Release Thursdays

During the 2017-2018 school year, the district implemented elementary early releases every Thursday for professional learning and parent-teacher conferences. The professional learning designated days were organized by the following structures: building-based grade level/collaborative teams; building-based professional learning; district-wide grade level/district-wide department team; and district-wide professional learning.

At the district-wide grade level meetings, all grades participated in the workshops *Executive Function Seminar*, facilitated by Sarah Ward, and *Reducing*

Anxiety in the Classroom, facilitated by Jessica Minahan, along with elementary psychologists, counselors, Pre-K educators, speech and language pathologists, special education teachers, and reading specialists. Additionally, specific grades participated in a variety of discipline-specific and instructional practice/resource workshops, including *Calibrating and Refining the Kindergarten Literacy Assessment*; *Life Science Investigations*; *The Big Ideas in Mathematics*; and *Curriculum Mapping*.

All elementary educators engaged in the learning of their choice to further their individual or collective professional practice or student learning goals during the **district-wide professional learning** early release Thursdays. Educators either chose one full-year workshop or one fall and one spring semester workshop. Please see below for a listing of the workshops.

Full-Year Workshops [6 sessions]

- Maximizing Resilience for You and Your Students – Rana Chudnofsky from the Benson Henry Institute Resilient Schools
- Mindfulness Matters – Pam Ressler, founder of Stress Resources and Clinical Assistant Professor at Tufts University
- Self-Regulated Strategy Development (SRSD) – Betsy Johnston, Special Education Teacher, Douglas; Ann Marie Pastor, Grade 3 Conant; Leslie Laud, SRSD Consultant
- Engaging All Learners in Mathematics – *Routines for Reasoning* [Book-Based Seminar Series] – Heather Haines, Elementary Mathematics Specialist/Coach; Grace Kelemanik and Amy Lucenta, Boston-Based Mathematics Consultants
- *Becoming the Math Teacher You Wish You'd Had* [Book-Based Seminar Series] – Tina Bloom, current Mathematics Assistant at Blanchard and retired AB Elementary Educator, and Tracy Johnston Zager, author of the book
- Making the World Your Classroom – Leo Muellner, ABRSD Director of Visual Arts
- Classroom Music Techniques – Kerrie French

Fall Semester Workshops [3 sessions]

- How to Create Engaging Learning Opportunities for ALL Learners Using Universal Design for Learning (UDL) – Jennifer Dee from CAST
- Culturally Responsive Teaching – Kate Contini, Grade 6 Blanchard
- *No Such Thing as a Bad Kid* [Book-Based Seminar Series] – Karen Sonner, Grade K Merriam
- *Lost at School* [Book-Based Seminar Series] – Carolyn Imperato, Psychologist, Merriam

- *Reading Strategies* [Book-Based Seminar] – Sharon Ryan, Elementary Literacy and Social Studies Specialist/Coach
- Using iPads in Small Group Instruction for Literacy Learning – Peggy Harvey, PK-12 Instructional Technology Specialist
- Engaged Learning with Interactive Whiteboards – Megan Bowhers, K-6 Instructional Technology Specialist
- Using Technology to Differentiate Learning – Rose McQuillan from EdTech Teacher
- Developing a Culture of Curiosity in the Outdoors – Instructors from Drumlin Farm/Mass Audubon
- Making Life Science Come Alive – Instructors from Drumlin Farm/Mass Audubon
- Climate Science Workshop – Instructor from New England Aquarium Teacher Resource Center
- *Leading and Learning with the Habits of Mind* [Book-Based Seminar Series] – Liz Fitzpatrick, Grade K Blanchard
- Kripalu Yoga for Students – Christine Fox, Yoga Teacher, Beth Israel Deaconess Medical Center, and Revolution Community Yoga

Spring Semester Workshops [3 sessions]

- Executive Function Seminar Series – Sarah Ward from Cognitive Connections
- Classroom Strategies to Support Student Behavior and Social Emotional Wellbeing – Greg Wadsworth, Psychologist, Gates; Jenn Burke, Counselor, Gates; Shawna Young, BCBA/SLP; Tammy Kucharski, Occupational Therapist
- *Grit* [Book Based Seminar Series] – Robyn Harding, Grade 6, Conant
- Strategies to Support Culturally and Linguistically Diverse Learners – Maryann Young, K-12 ELE Department Chair, and other ELE Department Teachers
- *Writing Strategies* [Book Based Seminar Series] – Sharon Ryan, Elementary Literacy and Social Studies Specialist/Coach
- Google Apps & Tools for your Diverse Classroom – Peggy Harvey, K-12 Instructional Technology Specialist
- Motivation – Dr. David Miele, Assistant Professor, Boston College
- Kripalu Yoga for Students – Christine Fox, Yoga Teacher, Beth Israel Deaconess Medical Center, and Revolution Community Yoga
- Using iPads in Small Group Instruction for Mathematics – Megan Bowhers, K-6 Instructional Technology Specialist

In 2017-2018, RJ Grey utilized its three early-release

professional days to continue a number of school-wide and department-specific initiatives.

- The October early release was devoted to continuing the school's SEED-based work on issues related to diversity and equity. This included a deeper dive into shifting understandings about gender and gender identity.
- The February and April early releases were devoted to department-based meetings. For several departments, this involved discussions and plans for incorporating more "windows and mirrors" into the curriculum, where a broader range of perspectives and experiences are naturally included within the curriculum.
- For the Exploratory, Physical Education, and Health teachers, these release periods were used to prepare for the new Grey Block elective courses that would be offered to all students in 2018-2019.

The high school focused their three early release days on teaching and learning to begin the work of a possible pilot of and/or transition to a new bell schedule in 2019-2020:

- October 12, 2017 – What does teaching in the new schedule look like? How do alternative and authentic assessment fit in? Educators learned about current brain research and engaged in lesson planning and assessment for a longer block of time.
- February 8, 2018 – What does teaching in the new schedule look like in your department? Educators engaged in department specific professional learning regarding student engagement, assessment, and lesson planning in anticipation of the March schedule pilot.
- April 5, 2018 – What can we learn from the pilot? Educators debriefed the scheduled pilot and discussed next steps, as well as department-specific curriculum enhancements.

Professional Learning Day: November 7, 2017

During the morning and early afternoon, the district engaged in learning according to specific grade level goals.

PreK-6 Goals

- To model and learn instructional practices that exemplify the District core values – wellness, equity and engagement
- To forge greater connections between colleagues
- To model and learn wellness strategies

Educators chose two equity or engagement sessions and one wellness session in which to participate. The

choices ranged from *Using "Talk Tools" in Classroom Discourse*, *Math Discourse: More Than Just "Math Talk,"* and *Engaging Elementary Students in Science and Literacy through Classroom Talk Strategies to Igniting a Passion for Reading*; *Digital Tools for Encouraging Student Voice*; *Engagement, Equity, and Wellness Through Outdoor Learning*; *Culturally Responsive Teaching Practices*; and *How the Language We Use Can Support Inclusionary Practices*.

Junior High Goals

- To learn strategies to support English Language Learners (ELL)
- To learn and implement classroom management strategies grounded in the use of positive reinforcement strategies based on Applied Behavior Analysis
- To learn how to apply social thinking principles to social situations and coaching
- To gain a greater understanding of depression, anxiety, and ADHD

In the morning, all educators listened to a presentation by Ariel Nelson from Collaborative for Educational Services, on ELL. Afterward and by team, educators engaged in two or more workshops focused on the goals outlined.

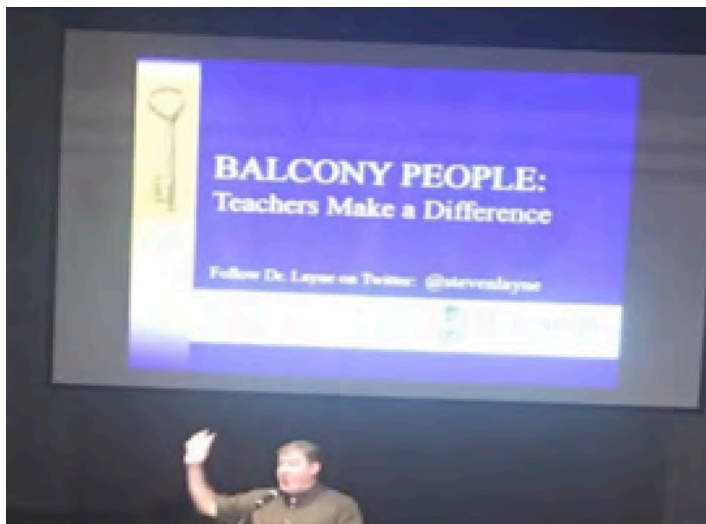
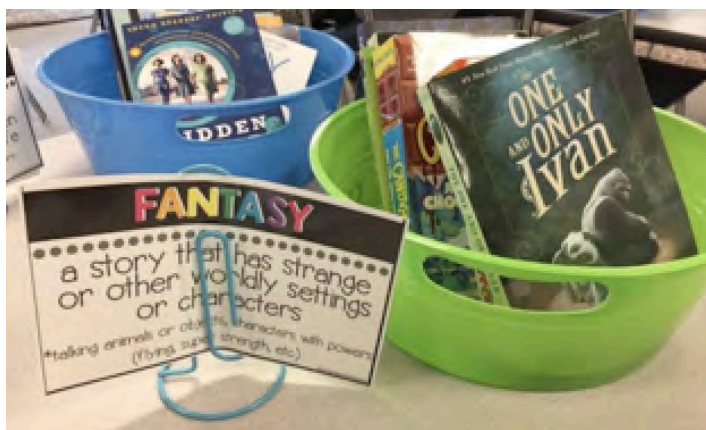
High School Goals

- To hear how colleagues are implementing strategies related to assessment, engagement, and lesson planning.
- To engage in planning related to assessment, engagement, and lesson planning.
- To gather feedback from colleagues related to our planning.
- To focus on wellness and connections with colleagues from across the school.

Educators engaged in colleague-led workshops in which they had an opportunity to learn more about engagement, planning, assessment and feedback strategies that help promote students' deeper learning. Workshop topics were identified from a spring staff survey. During the third morning breakout session, educators engaged in activities that can positively contribute to wellness.

After lunch, the entire ABRSD staff gathered in the high school auditorium to hear Dr. Steven Layne present an address entitled, *Balcony People*, which focused on the importance of relationships in schools. Balcony people

are those whose contributions to our life have altered our direction, smoothed the path ahead or guided us across rough ground. They are those who have helped us become all that we are.



Sheltered English Immersion (SEI)

The MA Department of Elementary and Secondary Education requires most educators who have taught or who presently teach a student who is learning English to complete a course entitled, Sheltered English Immersion, in which they learn practices and strategies that support the learning and acquisition of English. The district offered the 3-graduate-credit course on campus, once in the fall and once in the spring.

In-district Professional Learning Workshops (taught by outside consultants and ABRSD staff)

Wellness

- Maximizing Resilience for You and Your Students – Rana Chudnofsky
- Mindfulness Fellowship Training – Pam Katz Ressler
- Stretch What Matters – Elizabeth Goranson
- Overloaded and Underprepared – Lindsay Rosenman

Literacy/Social Studies

- Effective Methods to Build Language & Literacy Skills in a Linguistically or Academically Diverse Classroom – Sharon Ryan
- Self-regulated Strategy Development: Cohort Three – Ann Marie Pastor & Betsy Johnston
- Disciplinary Literacy PLC – Carolyn Smiley, Anna Secino and Susan Nugent
- Best Friends Literature – Lester Laminack
- Cultivating a Lifetime of Reading Engagement, Motivation, and Joy in Our Students and Ourselves – Sharon Ryan
- “Disrupting Thinking” by Beers and Probst – Carolyn Smiley and Sara Wilcox
- I am Reading: Nurturing Young Children’s Meaning Making and Joyful Engagement with Any Book – Sharon Ryan

STEM

- Mathematical Mindsets: Unleashing Students’ Potential Through Creative Math, Inspiring Messages & Innovative Teaching – Heather Haines and Tara Matthews
- The Big Ideas in Mathematics – Deborah Schifter
- Analysis of the 2017 MA Mathematics Curriculum Frameworks – William Noeth

World Language

- Assessment on the Path to Proficiency – Sinikka Savukoski
- World Language Institute – Jean Diesso

EdTech

- Summer Tech Camp – Peggy Harvey, Megan Bowers, Tim Lundy, and Robyn Harding
- Google Tools for All Learners – Peggy Harvey

Teaching All Learners

- Seeking Educational Equity and Diversity (SEED) Seminar, Part I – Maureen Lin and Val Glod
- Seeking Educational Equity and Diversity (SEED) Seminar, Part II – Maureen Lin and Val Glod
- SEI 101 Sessions A and B – Laurie Sullivan
- Supporting Students in the Classroom who Have a Mental Health Issue – Todd Chicko
- Teacher's Toolbox Workshop – Laurie Sullivan
- "The Behavior Code" – Kathryn Contini and Patricia Harrison
- Working with High Needs Populations: SEI and LEAP Overview – Laurie Sullivan
- Early Learning Seminar Series, Part III – Sharon Ryan

Long-Range Strategic Plan (LRSP) and 2017-2018 District Goals

Vision

To provide high-quality educational opportunities that inspire a community of learners

Values

- *Wellness* – We partner with families to prioritize social/emotional wellness, which is necessary for learning and developing resilience.
- *Equity* – We ensure all students have equitable access to programs and curricula to reach their potential.
- *Engagement* – We provide engaging educational opportunities where students develop passion and joy for learning.

Mission

To develop engaged, well-balanced learners through collaborative, caring relationships

The District established strategic actions for the first two goals of the LRSP related to teaching and learning. Those strategic actions and outcomes are outlined below.

Goal #1: Understand and respond to our students' social-emotional needs

Strategic Action: Use information from Challenge Success surveys and research to develop strategies to address concerns that impact learning, wellness, and engagement (i.e. sleep, homework, assessment practices, etc.).

Start Times and Single-Tier Busing: The Start Time Committee reported to School Committee June 2017 with a recommendation to review start time options that would provide a later start for high school and junior high students that would begin in September 2018. The Administration reviewed options throughout the fall with a recommendation of options to the School Committee and the community in October (*Start Times Report, 10-2017*). After further review and input from the School Committee and the community, a final recommendation was made and adopted in January 2018. The recommendation moves the start of school for ABRHS from 7:23 am to 8:07 (44 minutes later). R. J. Grey Jr. High will move from a 7:30 am start to 8:00 am (30 minutes later). The elementary schools will move to a single-tier busing schedule. All elementary schools will start at 8:50 and end at 3:20. This provides the added benefit of avoiding elementary schedules that alternate from early to late or late to early each year. Altogether, later schedules for adolescents and a single schedule for elementary students will provide significant wellness benefits, better schedules for working families, and more opportunities across the district for shared professional learning. All schools have planned for implementation in September 2018. Each school will collect qualitative and quantitative data over the next three years related to attendance, tardiness, performance, and social-emotional wellness.

Homework Policy and Implementation: Throughout the 2016-2017 school year, the principals and central office leaders worked through changes to the homework policy that would be consistent with recommendations from Challenge Success and current research. Updating ABRSD's homework policies and practices was one of three major recommendations based on the student data from the 2016 Challenge Success Survey. The School Committee Policy Subcommittee and the School Committee considered several policy updates during the Spring of 2017. The School Committee held a public feedback period, summarized the feedback, and reported it publicly during these meetings before voting to accept the policy in July 2017. Each principal provided school-specific information at a public homework information night on October 24, 2017). Throughout the 2017-18 school year, each building implemented the new homework policy. In May 2018, each building leader provided a written update about their school's implementation.

Family Education Program: Parent and Community Engagement were the second of three major recommendations from Challenge Success, based on 2016 student survey data. The result was the 2017-18 ABRSD Family Learning Series, offered eight evenings for families and community members to learn

about Building Resilience with connections to mindset, mindfulness, and movement. [See the section, “Family Learning Series,” below for more specific information.] Six *Expanding Our Notion of Success* newsletters also focused on ways to build resilience, as well as other topics aligned with our mission, vision, and values. Newsletters were shared with the entire district community. The high school received a *Healthy Teen Initiative* grant from the Acton-Boxborough United Way that allowed the high school to create and provide each student with a customized Wellness Planner with tools, strategies, reflection questions, and quotes to encourage wellness and balance, along with a wellness bag that included items that can be used to encourage wellness and balance. Through this generous grant, the high school also facilitated two monthly wellness workshops, one on mindfulness and the second on life balance, and also provided four lesson plans to advisory teachers related to wellness.

School Schedules: The third and final significant recommendation from Challenge Success based on our 2016 student survey data was to examine the high school and the junior high schedules. Since 2016, R. J. Grey and ABRHS have had gone through extensive processes to review and consider updates to their schedules. The junior high and high school have also offered staff various professional learning opportunities in preparation for possible schedule changes; these opportunities will continue in 2018-2019. The high school piloted some components of a modified block schedule change for two weeks in March of 2018, followed with student and staff surveys. The high school will review feedback and consider options going forward. The junior high has considered several small and large changes to the schedule within the context of their teaming model.

Goal #2: Our students will have equitable opportunities and tools to learn.

Strategic Action: Conduct an equity audit of the district, looking mindfully at equitable access for historically underserved populations; Lay groundwork to implement the Massachusetts Tiered System of Support framework for school improvement that focuses on system level change across the classroom, school and district.

Data Inquiry Work with Mid-Atlantic Equity Consortium (MAEC): During the 2017-18 school year, the District engaged in a partnership with MAEC to begin examining equity in the district. We are piloting WestEd’s Data Inquiry Toolkit, entitled *Powerful Outcomes for All Students: A Toolkit for Exploring*

Equity Issues and Solutions, as part of our process. The focus of this project will be to explore – with an equity lens – how practices or procedures starting from elementary school may lead to disparate outcomes for students in junior high or high school. Possible outcomes may include academic achievement, access to advanced courses, or participation in extracurricular activities, to name a few. For this work, the AB data inquiry team generated specific questions about the problem statement, identified data needed to answer the questions, and engaged in multiple data inquiry cycles. This will be a complex, multi-year project.

DCAP Revision: This year, a group of educators from every building across the district met to help revise our existing District-wide Curriculum Accommodation Plan (DCAP). A DCAP is intended to ensure that teachers make every effort to meet students’ needs in general education by analyzing and accommodating diverse learning styles and needs.

Senior Leadership Team Cultural Proficiency Workshop with SEED: The National SEED (Seeking Educational Equity & Diversity) ProjectSM is professional learning that creates conversations to drive change toward greater equity and diversity. In July 2017, two teachers attended the weeklong SEED train-the-trainer seminar, which prepared them to return and facilitate ongoing SEED sessions within the District. Throughout the 2017-18 school year, our two SEED trainers led 18 hours of professional learning with our School Leadership Team (SLT) and also at the junior high school that included personal reflection, listening to others’ voices, and learning that supported SLT members in understanding and acknowledging systems of oppression, power, and privilege. With this collective knowledge, SLT began to examine structures within the district through an equity lens.

Professional Learning: During the 2017-2018 school year, all elementary schools had an early release each Thursday. On these Thursdays, elementary educators across the system held parent conferences and engaged in a variety of building-based learning opportunities, as well as district-wide elementary professional learning opportunities that aligned with the district’s core values of wellness, equity, and engagement.

Strategic Action: Review funding structures at each level.

Centralize Before/After School Programs and Funding: During the 2017-18 school year, Principals and Central Office Administrators collaborated to

implement plans to centralize before/after school programs under Community Education in an effort to provide more equity in staffing and instructional services across all elementary schools. Presentations and recommendations were made to the School Committee in June 2017 and December 2017. Beginning in September 2018, each elementary school will receive district-budgeted funding for 12 hours of classroom assistants in each classroom. All Extended Day programs will be folded under the central administration of Community Education, which will pay for utilities. Funds currently earmarked in the district budget for utilities will be moved to the district budget for classroom assistants, which will provide a cost-neutral solution for equal funding of classroom assistants across all six elementary schools.

Family Learning Series (FLS)

The 2017-2018 FLS focused on building resilience. It was supported by ABRSD, ABRSD PTOs, PTF, and PTSOs, AB Special Education Parent Advisory Council, Danny's Place Youth Services and AB United Way.

- Rana Chudnofsky: *Resilient Schools: Helping School Communities Manage Stress and Learn Lifelong Resiliency Skills*
- Dr. Robert Evans: *Raising Resilient Children in Challenging Times*
- Dr. Steven Layne: *What Parents and Caregivers Can Do to Nurture Lifetime Readers*
- Chris Herren: *REBOUND: The Chris Herren Story*
- Tracy Johnston Zager: *Mathematics and Mindset*
- Heather Finn: *Attunement and Somatic Regulation: A Body Based Approach Toward Increasing Understanding and Resilience*
- Andrew Forsthoefel: *The Missing Medicine: Listening as a Practice in Healing and Transformation*
- Dr. Anthony Rao: *Movement*

Seal of Bi-Literacy

The Seal of Bi-Literacy is an award given by a school or district in recognition of students who have studied and attained proficiency in speaking, reading, and writing in two or more languages by high school graduation. The Seal promotes the learning of languages in addition to English by encouraging enrollment in language learning opportunities and programs, shaping attitudes, informing students about language diversity, and preparing students with 21st-century skills that will benefit them in our global society.

In the spring of 2018, AB awarded the Seal of Bi-Literacy to 21 students: 6 Silver (Intermediate Mid)

awards, 9 Gold (Intermediate High) award, and 6 Platinum (Advanced) awards.

ELEMENTARY SCHOOLS

The six elementary schools – Blanchard, Conant, Douglas, Gates, McCarthy-Towne, and Merriam – have the following in common every year.

- Each has a School Council, as required by the Educational Reform Act of 1993.
- Vital parent involvement plays an active role in the life of each school. These parents sponsor numerous assembly programs that enrich their school's cultural and aesthetic life with musicians, storytellers, and other performers. They raise funds for schoolwide projects; provide volunteers for many in- and out-of-class activities, tasks, and services; and sponsor school newsletters and other activities. At some schools, parents staff the "Safe Arrival" hotlines.
- A number of whole-school events take place, such as orientation programs for kindergarten parents and children as the school year begins, back-to-school night open houses in the fall, and a Memorial Day program in the spring.
- Students use computers, technology, associated software, and the Internet in various ways: to supplement the writing/composing process, to enrich or extend learning experiences in each curricular area, to strengthen the learning of concepts and practice of skills via the Internet, and to provide our students with the opportunity to learn important digital literacy and digital citizenship skills.
- The faculty participates in professional learning through one or more of these activities: pursuit of formal course work, involvement in systemwide curriculum and instruction review and improvement projects, participation in the district-wide Professional Learning Day, and attendance at professional conferences and workshops. In addition, many teachers work with student teachers. Through their actions, every year the faculty shows that they are truly committed to the concept of being life-long learners.
- Each school has a reception or event to celebrate and honor the parents and volunteers who assist them during the school year.
- The end of 2017-2018 saw the retirement of Ed Kaufman, a long-time teacher and then Principal of Merriam School.

R. J. GREY JUNIOR HIGH SCHOOL

R. J. Grey welcomed a total of 964 students, 486 7th graders, and 478 8th graders, based on October 1, 2017 enrollment numbers for the start of the 2017-2018 school year.

We were fortunate to welcome several new colleagues: David Lawrence (Administration), Sandra Carter (Information Specialist), Jake Bersin (Physical Education), Nicholas Champagne (Special Education), Mary Karamourtopoulos (English Language Learning), Tom Kamataris (Physical Education), and Sue Susman (Digital Literacy).

Teaming, the fundamental core of RJ Grey, enables staff to create a strong web of support to enhance student success: a large school becomes a smaller school. After re-organizing our teams, we started this year with four teams per grade level and five core academic teachers on each team (English, Social Studies, Math, Science, and World Language). The team model allows for consistent communication among teachers; issues can be addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Our team model is directly in support of our district mission statement: To develop engaged, well-balanced learners through collaborative, caring relationships.

We continue to utilize a grade-level house model for organizing our assistant principals and counselors. We have one assistant principal and two counselors dedicated to each grade; they will follow the students through their time at RJ Grey. This year, we also added a third assistant principal whose primary role is to support our Special Education programs and resource rooms. This administrative shift was part of a larger re-organization of the Junior High leadership structure; the Building Department Leader model was replaced with a structure where all supervision and evaluation of certified professional staff would be the responsibility of the Administrative team. Departments would still have a member of its respective department serve as a Department Coordinator, who would continue to provide curricular leadership and serve as the voice of the department for school-wide discussions and initiatives. For the inaugural year of this model, the Department Coordinators are Kellie Carter (Social Studies), Lisa Nichols (Math), Jean Diesso (World Language), Elizabeth Broadwater (Science), and Christine Bryan (English).

Seventh graders participate in an “exploratory program” that consists of Digital Literacy, Art, Music,

and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab 8, Drama, and Computer Literacy; these classes last for one-half of the year. In addition to the core curriculum, students can choose to participate in an elective in Band, Chorus, Drama, String Ensemble, Engineer’s Workshop, or Sports & Fitness.

Continuing with our efforts to meaningfully incorporate educational technology into our classrooms and the experiences of our students, we provided each of the eight teams with a second Chromebook cart. Shared amongst the team teachers, these Chromebooks allow students and teachers to utilize the Google platform and other web-based programs as a vehicle for various individual and collaborative learning activities. From peer editing to developing class presentations to conducting online research, team teachers capitalized on this resource, not as a way to replace the importance of direct engagement but to enhance and supplement the various activities and instructional strategies being implemented in the classroom.

In an effort to reduce daily stress and incorporate reading as a daily practice during the school day, we have continued with our Silent Reading initiative. By making a few adjustments in our daily block schedule, we were able to incorporate a 20-minute period every day when the entire school population participates in silent reading. Students and staff alike look forward to this time during their day when they can jump into their favorite book. At the end of the year, it was announced that Silent Reading would be replaced by a Directed Study period that would be available schoolwide on a daily basis and that Grey Block would shift entirely to an elective model.

Poetry Fridays continued, with members of our student and staff community reading a selected poem during the morning announcements.

In October 2017, RJ Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We continue our commitment to the partnership between school and home by leveraging our

technology, using daily emails, monthly online articles, Grey Matters, Twitter (<https://twitter.com/RJGreyJHS>), and weekly communication notifications to keep our school community informed with up-to-date information. In 2017-18, we continued our schoolwide expectation that all teachers maintain a course website that would include relevant information and resources related to their respective courses, along with updated information regarding current homework assignments and upcoming assessments. Along with individual teacher websites, teams were now expected to maintain a shared online homework calendar that students and families could use as a single-stop resource for upcoming assignments.

The School Council, consisting of four parents, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at RJ Grey. The P.T.S.O. also sponsored evening programs designed to provide information about the schools and made funding available so that we could equip all students with planbooks free of charge.

For many students, learning and connecting with members of the RJ Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, volleyball, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramural sports included basketball and strength training. Our after-school activities, which included the Ski Club, Jazz Band, Speech and Debate Team, Common Ground, Chess/Board Games Club, Math Counts, Technology and Engineering Club, Model UN, and the Yearbook, continue to be well attended by our students.

We also saw substantial growth and expansion of our newly-created RJ Grey community garden, which is currently comprised of eight raised beds in one of our enclosed courtyards. We continue to think about different ways the garden can be incorporated into the curricular and extracurricular programs at our school and to be excited about involving a wider range of students in the care of the garden.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan school-wide activities, dances, selling Candy-Grams and other service-learning projects. In addition, several teams organized community service projects to support local organizations, such as the Coat Drive (hundreds of coats were collected and distributed to families in need), holiday Toys for Tots collection, fall clean-up day at several recreational areas in Acton, as well as an extremely successful food fund drive to support the Acton Food Pantry.

The school musical, *"Singin' in the Rain,"* was performed in late November and early December and included over 85 students in the cast, crew and student production, as well as the volunteer work of many parents. The Spring plays had students participating in a series of One Act Scenes. With the announcement that Ms. Cheryl Miller would be retiring at the end of the school year, this year's performances were a bittersweet experience for students and staff.

In June we again held our Charity Ice Cream Social, "Empty Bowls." Families were invited to this event, which showcased the students' art and singing talents. Ice cream was served in bowls that were hand-crafted in art classes by 7th-grade students. The bowl serves as a reminder of the vast number of hungry families around the world and right here in our own community. The money raised from the event was donated to the Acton Community Supper and Acton Food Pantry.

Special events during the school year included Halloween Dress-Up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), pajama and hat days, the end-of-year seventh-grade trip to Kimball's, the eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly. Our student recognition program, "Everyday Leaders," continued. Twice per trimester, RJ Grey teachers nominated students who demonstrated daily acts of kindness, enthusiasm, and respectfulness toward peers and teachers throughout the year. These students were treated to a lunch with Principal Shen.

At the end of the school year, we said goodbye to four retiring staff members: Mary Fran Doiron, Lynne Bover, Margaret Gibbs, and Cheryl Miller.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL

Overview

ABRHS total student 2017-18 enrollment, based on the October 1, 2017 report, was 1,827 students. This included 427 9th graders, 447 10th graders, 501 11th graders, and 452 12th graders.

We were pleased to welcome several new faculty and staff: Elisabeth Ryden, Erin Bengiovanni, Carol Chytil, and Charles Fidler – Science; Leo Muellner – Fine Arts; Aleana Brody – SS; Jacqueline Gottesman – WL; Allison Silver, Elizabeth Rooney, and Elyse Montoya – English; Hannah Rubio – Counseling; Pamela Bishop – Special Education; Amy Molchan – Faculty Support; Pamela Rogers – School Store.

The administrative structure at the high school continued to support students with an assigned Counselor, Dean of Students, and Associate Principal team for each student entering the high school. This ultimately allowed students to have a three-tier support system that does not change throughout their time at A-B.

Student Wellness continued to be on the forefront of the school goals for 2017-2018. In the Advisory program, students met in small groups with an advisory teacher for a 15-minute period each Tuesday. In addition, beginning this year, we held an extended 30-minute advisory once a month. This time was used not only to update students on information but also, most importantly, provided an opportunity to take a short time to reflect on how everyone was doing and practice some mindfulness techniques to support health and well-being. The regular Advisory meetings and contact between students and Advisory teachers represent another part of the student support system. Three committees that provided support to the wellness program included:

Wellness and Advisory

This committee worked to support health and well-being within a rich learning environment and to provide opportunities for all students to experience success. They also helped plan extended advisory lessons related to community building and anti-bullying.

Wellness Steering

This nine-person committee drew on the expertise of staff members and students, as well as such community partners as the 7-12 PTSO, Danny's Place Youth Services, and the MetroWest Medical Center,

to raise awareness about topics, tools, and resources to support positive mental health and wellness. This group was awarded a generous grant from the Acton-Boxborough United Way (The Healthy Teens Initiative Grant), which allowed it to organize wellness activities for students throughout the year – all a part of the AB "Because You Matter" campaign. We began the year by giving each student a wellness swag bag including a wellness planner. Throughout the year, this steering committee helped plan monthly Wellness Thursday workshops with complimentary advisory lessons. In addition, Danny's Place United held monthly topic alike sessions for students who wanted to extend their work in these areas of wellness.

Assessment, Instruction, and Workload

This committee worked to plan professional learning around assessment, instruction, and workload. Their goal was to help teachers promote students' deeper learning, engagement, and ownership and, in turn, realize how this work promotes students' wellness and sense of success. In November, this committee organized a peer-led workshop on professional learning day in which teachers led sessions on things like alternative assessment, revision and redemption practices, and embedded formative assessment techniques into the curriculum.

Student-based clubs and organizations working on wellness included the following: Ambassadors Club, Student Council, Peer Counselors, Peer Leaders, and the Wellness Club

Department Information

The **World Language Department** continued the tradition of World Language Week in March with celebrations and events for the participation of all students and staff. After several years of updating the World Languages curricula to meet the national ACTFL proficiency standards, the district awarded the Massachusetts SEAL of Biliteracy to 21 graduating seniors. Six students attained the Silver Seal, nine students attained the Gold Seal showing Intermediate High language proficiency, and six students attained the Platinum Seal showing Advanced second language proficiency. The Seal of Biliteracy recognizes and celebrates students who have attained language proficiency in two or more languages by high school graduation.

The high school **English Department** continued to revise course offerings and curriculum to best support our students' learning. Our topic-based, senior offerings transitioned from semester-long courses to three full-

year courses: The Blurring of Fantasy and Reality: The Study of the Work Around us Through Science, Fiction, and Film; Chasing the Story: Journalism, Creative Writing, and the Art of Truth; The Thrill of Victory and the Agony of Defeat: Sports, Life, and the Human Condition. New texts were introduced in English I and English II, including works of contemporary realism, memoirs, and graphic novels.

The **Science Department** has worked on developing learning objectives for students. Earth science teachers have begun the process of incorporating more environmental science into the curriculum. Biology teachers have continued to explore ways to engage students through the scientific process. All teachers in the department have been working on increasing student engagement in the classroom. This work will continue in the 2018-19 school year.

During the 2017-2018 school year, **Health and Physical Education** at the high school had three new additions to its curriculum. Biking/mountain biking was added, as well as table tennis. These activities were mainly in grades 10-12. The Health and PE course for Grade 9, Fitness for Living, adjusted curriculum to address the topic of vaping.

The **Social Studies Department** was thrilled to welcome Alleana Brody to teach both United States and European history. The department continued to examine its practices in developing writing and research skills. The World History teacher cohort initiated a new curriculum on India, meant to introduce ninth-grade students to topics in Indian history and culture and also to better transition students to high school social studies. The department continues to examine its practices as they pertain to school and district-wide goals around wellness, looking at workload, assessment, and student communication.

This past year, the ABRHS **Counseling Department** continued their ongoing work on mental health and wellness. Specifically, all freshmen were trained in the Signs of Suicide Prevention Program (SOS), and all seniors participated in the SOS Booster Program. Both trainings are designed to increase student knowledge and attitudes about depression, while also training students on what to do when they are concerned about themselves or a friend. For the 2017-2018 school year, the Counseling Department paired the SOS Program with a screening tool for students who might be struggling with depression or thoughts of suicide.

The **library** remained a busy and vibrant space at the heart of the high school during the 2017-2018 school

year. The beginning of the year marked the launch of a re-designed library website with an updated look and increased functionality to help staff and students access the many resources the library has to offer. The library continued to host events, with the addition of a Summer Reading Celebration. The library also introduced Gladys the Gratitude Monster around the holidays, where students and staff were welcomed to fill out slips of paper with the things for which they are grateful. Collages of a sampling of the community's gratitude slips were then displayed outside of the library during the new year. Local author Katie Bayerl joined the library for World Read Aloud Day, and she returned in the spring to work with AP English students at the beginning of a creative writing unit.

Monthly meetings with the **PTSO Co-Chairs** provided for a continued flow of information and updates between the high school and the PTSO. The PTSO helped to sponsor events at the high school, including: Leadership Workshops, Career Speaker Program, Community Service Awards Night, Scholarship Night, and World Language Week.

Our **School Council** for 2017-2018, consisting of two members of the administration, four staff members, four parent representatives, six student representatives, and one community member, continued to work on the School Improvement Plan, which centered on three main goals: 1) School and Student Wellness, 2) Classroom Instruction and Assessment, and 3) Social and Emotional Learning.

The **ABRHS student government** consisted of Class Leaders from each grade level, the Student Council, Student School Committee Representatives, and a regional state Student Advisory Council Representative. Elections for student government positions were held in the spring, except for the freshman class, which was held in the fall.

Extracurricular Activities

Extracurricular clubs continue to be very popular at ABRHS. For the 2017-2018 school year, we had approximately 65 clubs with over three-quarters of our students participating. Additional activities included a large student population in athletics, ABRHS Band, National Honor Society, and Proscenium Circus.

The ABRSD **Athletic Department** had 1579 student-athletes participating in athletics in 2017-18. A-B won many individual state competitions in girls and boys track and boys and girls swimming. Eighty percent of the varsity teams made it to the postseason, with three

teams making it all the way to the sectional finals and one team to the state final.

At ABRHS, **Proscenium Circus** continues to be an educational theatre community for and by students to open and question the world, functioning as a teaching and working theater. The 2017-2018 mainstage season included the sold-out musical, “Beauty and the Beast,” and spring play, “Peter and the Starcatcher.” PC entered both the Massachusetts Educational Theatre Guild (METG) and MA Thespians festival with the original student-written play, “Son of Liberty.” MA Thespians awarded “Son of Liberty” the Chapter Select Production (state award for best production), and participants in the festival voted to give it The Audience Choice Award for Best Production, as well. Over 120 students participated in the 24-hour class play program, where students had to create an original play based on prompts given by the artistic staff. Proscenium Circus inducted 21 students into International Thespian Society, the honor society for theatre students.

The **ABRHS band, chorus, and newly expanded orchestra** programs continued to achieve at high levels performing in and around our community and abroad. The addition of a string program is reaching an entirely new population of students from grades 5-12. Enrollment in orchestra is continuing to progress and is on track for long-term stability and excellence. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community. The marching band traveled to Orlando and played a spirited program for nearly 40,000 spectators in the annual Citrus Parade. The choral department put on an outstanding talent show, traditionally known as “Cabaret.” The AB Madrigal Singers produced an exceptional evening of renaissance dinner theater. The Chorus also built community at AB, performing “Singing Valentines” for students and teachers. Twelve students were accepted into MMEA Eastern Senior districts, and one student was accepted to MMEA All-State.

The school’s “**Accept the Challenge Program**” encourages and recognizes students for volunteering in the community. At our annual Community Service Awards Night on January 11, 2018, the community celebrated the students’ accomplishments and recognized that A-B students volunteered over 76,000 hours during 2017.

On Friday, May 4, the Class of 2018 organized the 24th annual **Senior Community Service Day**. The day began with the annual Senior Breakfast, where the faculty and administration cooked a wonderful

breakfast for the seniors at the school. Then the students spent the day volunteering in and around Acton and Boxborough. Over 430 students in matching T-shirts could be seen all over the community – raking leaves, clearing paths and planting gardens.

ABRHS continues with a strong focus on **energy and resource conservation**. Electricity consumption remains more than 30% down from the benchmark set in 2010, resulting in both cost savings and a reduced environmental footprint for the school.

The **Resource Force** student team managed the introduction of new compostable plates to the cafeteria, with an outreach campaign and several days of coaching at the sorting stations to help students get the compostable plates sorted correctly into the compostables bin.

In addition, **Resource Force** students were engaged in mapping natural gas leaks in Acton pipelines and building a website at www.gasleaks.info. They also spoke at a town forum on gas leaks and addressed an Acton Board of Selectmen meeting.

The student **Recycling Club** managed a robust weekly pickup of recyclables from classrooms and offices throughout the building.

Retirements

At the end of 2017-2018 school year, ABRHS said goodbye to four members of the community who retired: Mark Hickey, Director of Performing Arts; Debbie Leavitt, World Language; Thomas Mutchler, Math; and Joan Fenster, Math.

STUDENT SERVICES

During the 2017-18 school year, the Student Services Department continued to create school environments that support student wellness, equity, and engagement – the district’s three core values. Our specialized staff, which includes special educators, English Language Education teachers, and related service providers; such as speech-language pathologists and occupational therapists, counselors, school, social workers, and nurses, provided a wide range of services to students between the ages of three and 22 across the district.

Early Childhood Services

The Carol Huebner Early Childhood Program (CHECP) continued to provide an integrated learning environment for preschool-aged children. Children with and without

disabilities are educated side-by-side, meeting required Individuals with Disabilities Education Act (IDEA) regulations for education in the least restrictive environment. We provided half- and full-day programs to children from ages three to five years. More than 130 students were enrolled in the program by the end of the 2017-2018 school year, including preschoolers receiving drive-in related services in speech-language therapy and physical and occupational therapy.

During the 2017-18 school year, our CHECP engaged in various activities to support early literacy skill development for the district's youngest learners. Our teachers and speech-language pathologists created literacy extension units and kits to use in the classrooms and during therapy sessions to promote a deeper study of literature by focusing on one book for a longer period of time, using a multi-sensory approach and providing hands-on learning materials for children to recreate the story. These literacy kits are used during read-alouds, circle time activities, and free choice activities. Sharon Ryan, our district's PK-2 literacy curriculum coordinator, shared ideas and resources with staff throughout the unit development.

CHECP also partnered with Dr. Joan Kelley, Educational Researcher, and Developer of the Parent Uptake Project (PUP), to support early literacy. PUP reading is a resource (<https://pupreading.com/>) designed to provide families the information and tools they need to learn about their child's (or children's) reading-related skills today and to monitor their progress moving forward. We invited families of our 4-year-olds to participate in the PUP program, which provided them with age-appropriate ideas to help develop their child's skills in code, meaning-making, and everyday learning. Throughout the 2017-2018 school year, Early Childhood staff continued to work in collaboration with area preschool/daycare teachers and directors to provide consultation, visitations, and support to children in the community.

Special Education

The Special Education Department has a dedicated staff of special educators, speech-language pathologists, school psychologists, occupational therapists, physical therapists, and behavioral specialists. These professionals address student needs in both general and special education settings. Our leadership team facilitates meetings and supervises special education in each building to support consistency and coherence across the district.

ABRSD offers a continuum of specialized services from preschool to age 22. Our staff provided support through learning center programs, specialized programs, and related services to meet the needs of individual learners. Our services emphasize skill development and self-advocacy to ensure students gain greater independence and responsibility for learning.

Our psychological services team continues to place the highest value on creating an environment that is safe and nurturing for every student to learn and grow. Psychologists work with students to anticipate daily student stressors that might contribute to potential problems and crises.

At the elementary level, psychologists worked closely together to review the most current assessment practices and fine-tune their skills to respond to student stress and anxiety. Many psychologists continue to support mindfulness practices by teaching yoga and providing students time to use positive self-talk. At the secondary level, school psychologists are also an essential part of the student support teams, where staff meet regularly to problem solve around students who are at-risk. During the 2017-2018 school year, our school psychologists at RJ Grey and ABRHS continued providing our annual Signs of Suicide (SOS) lessons and screeners in grades 7, 9 and 12 within small instructional groups to teach students the warning signs of depression and suicide.

Our speech-language pathologists (SLPs) engaged in professional learning opportunities that focused on evaluation and eligibility for students who are English learners. Districtwide, the SLPs continued to work collaboratively to reflect on evaluation procedures and share professional resources. SLPs focused on developing strategies to support student generalization and independence across learning environments.

The motor staff, which includes physical and occupational therapists, provided motor services throughout the district. Therapists continued incorporating collaborative strategies and movement opportunities for students. Staff has also increased their data collection measures for students in order to consistently document skill progression.

The special education department engaged regularly with parents to support an open dialogue between families and school personnel. The Acton-Boxborough Special Education Parent Advisory Council (<http://abspedpac.org/>) is an integral support for families, meeting regularly with the special education director to provide suggestions and parent input on a wide variety

of issues. Monthly A-B SEPAC meetings supported parents/guardians, offering learning, networking, resources, and other family supports.

School Counseling Services

Our counselors continue to place the highest value on creating school environments that support student wellness, equity, and engagement. Counselors work with students to anticipate daily student stressors that may contribute to potential problems and refer students and families to appropriate agencies and supports as needed for issues that include attendance, stress management, and a wide range of mental health issues. Our staff knows from firsthand experience that the partnership between outside agencies, home, and school is paramount to each student's success.

Each school has a Child Study or Student Support Team that allows counselors, psychologists, general educators, special educators, and administrators to meet regularly to problem-solve around students who are at-risk and to promote a safe school culture. This year, the district was able to add another school social worker at the high school to support students and families.

This past year, our counselors learned more about 504 guidelines, trauma-informed practices, and social thinking, to name a few topics. To promote continued success after graduation, high school counselors assisted students in the college application process and other post-secondary planning activities to ensure they have a plan after graduation with coordinated personal goals. Additionally, our junior and senior high school counselors continued to annually train students in grades 7, 9 and 12 on the warning signs of depression and suicide through the Signs of Suicide (SOS) curriculum and the screener in small instructional groups. Counselors also supported the administration of the 2018 Youth Risk Behavior Survey to students in grades 6, 8, and 9-12.

Health and Nursing

During the 2017-18 school year, our nurses logged 47,112 student visits to the health offices and over 500 staff visits. The total number of students with at least one visit to the health offices over the year (excluding mandated screening visits) was 4,747. Our nurses continue to note an increasing trend in the need to assess and treat students with anxiety. They support these students in collaboration with our counseling colleagues, using a range of techniques and strategies.

Our Nursing Department continued administering funds from the Department of Public Health's Essential School Health Services grant, which has brought approximately \$320,000 to the district over time and has provided financial assistance for nursing staff, supplies, technology, and professional learning. The grant will continue through the 2018-19 school year.

The nurses updated the medication administration procedures in order to remain current with medical delegation guidance and Massachusetts laws. While the mandate for each public school building to have an automated external defibrillator (AED) in the case of cardiac emergencies became effective in July 2018, our district has had AEDs for the past ten years as a result of our own initiative, funded by the ESHS nursing grant and maintained by our nursing staff. Additionally, in light of the epidemic of tick-borne illness, the elementary nurses delivered live educational presentations at their schools and prepared reference materials on the topic. We also presented and were recognized at the statewide nurse leader meeting as having best practice on tick safety education.

One of the most important things our nursing department does to promote the field of school nursing is to serve as a mentor site for nursing students. Once again, ABRSD mentored a number of senior-level Northeastern University nursing students. These students contribute greatly to our school health program in ways that include lesson plan development, classroom teaching, and health education. This year, these future nurses worked with students to promote healthy eating and stress reduction, and they acquired a grant of water bottles for an entire elementary school to support lessons about the importance of staying hydrated while learning.

The high school and junior high school nurses were involved in collaborating with the athletic department to implement the new Family ID program. This program eliminates the need for paper athletic participation forms and streamlines the process for families and staff. In collaboration with the Town of Acton Nursing Services, the high school nurses implemented the ImPACT test for ninth grade students. ImPACT is a computerized, neurocognitive assessment tool for healthcare providers to evaluate and manage a suspected concussion.

In addition, school nurses provided support by organizing and staffing flu clinics for staff and community members, administering over 800 flu vaccines.

The nurses obtained free epinephrine autoinjectors for emergency treatment of those with life-threatening allergies through two grant programs, saving the district thousands of dollars. We store these in our schools in case of anaphylactic reaction in new onset cases. Through a pharmaceutical grant, we also obtained Narcan (naloxone), which is kept in each of our health offices for nurses to administer in the case of opioid overdose in students or community members.

English Language Education Program

The English Language Education Program (ELE) continued to address the ever-growing number of students requiring support from the ELE program (nearly 270).

In order to support general education teachers in meeting the DESE requirements for continuing licensure, the ELE team presented *Strategies for Culturally Diverse Learners* to elementary staff across three of the elementary professional learning Thursdays. This year, our ELE staff also continued to create an English language education curriculum, as mandated by DESE.

Because of our moderate incidence rate of English learners, ABRSD continued to receive federal grant funding under Title III. This grant supplements programming for students who are English learners and supports parent engagement and professional learning. Through this grant, we offered English as a Second Language (ESL) beginner and intermediate classes to approximately 30 parents at the Boxborough Library. This grant also provided summer programming for more than 55 students for the fifth summer in a row. Additionally, the ELE department hosted a Back-to-School-Night in October for our families. The Title III grant also partially funded ELlevation™ software to manage our ELE program compliance and notification requirements.

In the spring of 2018, the ELE team worked with general educators and administrators to conduct an ELE program review. Through this review process, we identified a few goals:

- Maintain our English learner growth percentile (89%) on the ACCESS assessment and continue to meet or exceed the state target (65%) by increasing opportunities for ELs to engage in academic and social conversations and providing more structured opportunities for ELs to practice and demonstrate listening skills.

- Maintain the percentage of ELs achieving English proficiency (35%) on the ACCESS assessment to meet/exceed the state target (14%) by focusing on meeting DESE- recommended service delivery times and providing more professional learning around the needs of ELs to general educators.
- Review when English learners are pulled out of general education classrooms for ELE services by encouraging ELE staff to participate in new math program pilots and considering a Research & Development proposal that focuses on math and science vocabulary.
- Review work around the over-identification of students who are ELs with an IEP, especially in the areas of Communication Disability, Developmental Delay, and Specific Learning Disability.
- Work to increase English learners' access to advanced-level courses at the junior and senior high schools.

Conclusion

During the 2017-18 school year, the ABRSD Student Services Department supported district students, staff, and families with specialized services, professional learning opportunities, regulatory guidance, and more. We continued our focus on supporting wellness, equity, and engagement across the district.

HEALTH AND PHYSICAL EDUCATION

Physical Education at the Acton-Boxborough Regional High School is an integral part of the education process. Physical and Health Education are graduation requirements, meeting the Massachusetts Department of Elementary and Secondary Education state requirements and following the National Standards for Physical and Health Education curriculum.

Fitness for Living is our Grade 9 integrated Health and Physical Education course. The goal of this wellness education program is for students to learn about and develop accurate information about health and fitness. They will learn about and discuss risk prevention topics, such as Stress Management, Teen Dating Violence, Sports Health, Decision Making, CPR and First Aid, Substance Abuse, Media Literacy, Cardiovascular Fitness, and Nutrition.

Students in grades 10-12 are instructed in a variety of physical education and movement activities. These activities are designed to develop emotional well-being, strength of character, sensitivity to the differences of others, as well as a sense of citizenship, self-worth, and

identity. Students have the opportunity to participate in team games, group fitness, and cooperative activities. Some examples of the sports and activities include archery, aerobics, body bar and step aerobics, badminton, flag football, Frisbee, dancing, disc golf, soccer, speedball, tennis, softball, volleyball, fitness center, mixed games, water aerobics, Pilates, and Yoga. Biking was piloted to check its interest and manageability during a class period. Once a year, the ABRHS Physical and Health Education Department organizes a Health and Fitness Day, which is dedicated to encouraging more physical fitness and involves the entire high school community. Students and staff members “get up and move” by walking around the track, Zumba, and playing games of Frisbee.

The Junior High Physical Education experience complements the total educational development that students follow during their two years at RJG. Students follow a curriculum that guides them through a host of experiences centered on developing a healthy lifestyle. Skills and activities are introduced through progressions, and each unit builds upon previously learned skills. Students experience a wide variety of life-long activities that they can carry with them the rest of their lives; these include tennis, basketball, floor hockey, and volleyball. The RJ Grey Junior High welcomed a new Physical Education staff member this year.

Health Education at RJG promotes the resiliency of its adolescent students. Health educators facilitate lessons that encourage positive decision-making with regard to mental, physical, and social health. Students are challenged to examine the short-term and long-term effects of health-related decisions. The ultimate goal is for adolescents to act independently in promoting their own health, seek resources when necessary, and contribute to public health issues. A new highlight this year was cooking in the classroom. Classes made salsa, stir fry, and pancakes after researching recipes and planning ingredients.

At the elementary schools, Physical Education is a meaningful experience for students, who are exposed to a wide variety of exercises, games, skills, rules for sports, and some adventure challenges. The Elementary Physical Education Department follows our State and National Guidelines for curriculum. Following state mandates, two assessments were added to the curriculum. All 2nd-grade students are tracked on their ability to self-turn a jump rope throughout the year. In addition, all 4th-grade students are assessed on their skill of overhand throwing. All six elementary schools

hosted “Back to School Physical Education Nights.” These were family events where parents and students came to the gyms at night to experience a typical day in physical education. It was fun and exciting to see parents playing alongside students.

PERFORMING ARTS

The Acton-Boxborough Regional High School band, chorus, and newly expanded orchestra programs continued to achieve at high levels performing in and around our community and abroad. The addition of a string program is reaching an entire new population of students from grades 5-12. Enrollment in orchestra is continuing to progress and is on track for long-term stability and excellence. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1st place). The marching band traveled to Orlando and played a spirited program for nearly 40,000 spectators in the annual Citrus Parade. The choral department put on an outstanding talent show, traditionally known as “Cabaret”. The AB Madrigal Singers produced an exceptional evening of renaissance dinner theater. The Chorus also built community at AB by performing “Singing Valentines” for students and teachers. [See the High School entry for information about the many wonderful productions produced by Proscenium Circus.] Twelve students were accepted into MMEA Eastern Senior districts, and one student was accepted to MMEA All-State.

At R. J. Grey Junior High, the eighth-grade band, chorus and, for the first time, orchestra participated in the Great East Music Festival, held in Agawam, MA in May. They each earned a Platinum Medal for their outstanding performances (highest ratings). The seventh and eighth-grade band marched in the Boxborough Memorial Day Parade. Eighteen students from Acton-Boxborough were accepted into the Massachusetts Music Educators Association Eastern Junior Districts.

At the elementary schools, the Beginning and Advanced Bands performed very well in their Winter and Spring Concerts, as well as Memorial Day Ceremonies. The choruses sang in a Pan Choral Concert with members of the junior high and high school choruses. The combined Acton Elementary School Bands marched in the Acton Memorial Day Parade, while the Blanchard Memorial Elementary School Band marched in the Boxborough Memorial Day Parade. The Blanchard

Band once again earned the highest marks at their performance at the MICCA Concert Festival earning a gold medal.

Elementary students also performed at the annual Douglas Veterans Day Program, and students from Gates and Conant performed with the Massachusetts All-State Treble Chorus. The Blanchard Chorus and Brass Ensemble performed at the annual tree lighting ceremony and also at a senior living facility.

The Performing Arts Department also bid farewell to retiring Director of Performing Arts, Mark Hickey. Department faculty, administration, parents, and students participated in a hiring and search committee, welcoming a new Director of Performing Arts, George Arsenault, as of July 1st.

VISUAL ARTS

2017-18 was a year of continuity and change in AB's visual arts program. Our veteran teaching staff continued its strong work, and a number of new initiatives were launched.

Exhibitions and Community Events

As always, student artwork was exhibited throughout our eight schools and in the administration building conference room, and AB students participated in a number of exhibitions throughout the community and across the Commonwealth. New exhibition spaces were also created at the high school. Highlight included: The high school's Student Center South was converted into a professional gallery space, with shows of student work rotating on a monthly basis throughout the year. The Gates and Conant Elementary schools staged spring arts nights – school-wide showcases involving all students in visual and performing arts exhibitions and performances.

In September, elementary art teachers teamed up with Old Frog Pond Farm in Harvard, MA to offer a weekend family outdoor art experience, including a tour of their sculpture park and workshops on making art from nature.

A public murals project was inaugurated at the high school. Two murals were installed in the East wing in 2017, and plans are in place to add 2-4 additional murals per year. Eventually, we hope to extend the program to sites around the community.

McCarthy-Towne School second-graders exhibited their wooden sculptures of house facades at Gallery Seven in Maynard.

Students from all grade levels across the district participated in Youth Art Month, exhibiting work at statewide shows at the Worcester Art Museum and the State Transportation Building in Boston.

There were district-wide shows at the Acton Senior Center and the Sargent Memorial Library.

For several years the seventh-grade art teacher at RJ Grey has organized an "Empty Bowls" project where grade 7 students create hand-built ceramic bowls that are used and sold during an ice cream social held at the school. The proceeds from the sale of these bowls are donated to the Acton Community Supper and Acton Food Pantry.

In December the high school art students and teachers organized a sale of both student and faculty work. \$755 was raised for hurricane relief in Puerto Rico.

The eighth-grade art teacher at RJ Grey continued the tradition of the "Rotunda Project." This project involves all sections of Art 2 students creating artwork that is displayed in the rotunda in the main entrance area of the school. This installation changes yearly.

Professional Development

Last year's professional development program was focused on empowering teachers to learn from and inspire each other, revise and update their curricula and to reconnect with their own identity as artists. Here are some of the major initiatives:

Teachers met over the course of the year in small "Critical Friends" groups to take turns presenting and receiving feedback on "problems of practice" in their curricula and pedagogy.

Teachers went on a day-long retreat to visit contemporary art galleries in Boston. They also took turns presenting their own artwork to their colleagues. Elementary teachers participated in a couple of rounds of "Best Practice" sharing. This included lessons on art history integration, solar-powered kinetic sculptures, and a visual arts and music collaborative project.

The Gates and Conant visual arts teachers completed a Research and Development project focused on implementing TAB (Teaching for Artistic Behaviors) in their classrooms. This is a method of teaching that transitions from a curriculum based on a set of predetermined projects and experiences to one where student inspiration guides the projects – in essence turning the classroom into an art studio where the student is the artist.

The high school art teachers spent a day on a Program of Study retreat. They examined programs of study from visual arts programs across the country, reflected on their own values and trends in contemporary art, and then completed a revision of the visual arts program of study. Four new classes were added – Art History, Sculpture, Illustration, and Advanced Projects in Visual Arts – and other classes were divided, combined, or renamed.

Interdisciplinary Collaboration

Interdisciplinary collaboration between visual arts teachers and core classroom teachers continued to varying degrees at every elementary school. In addition, the art teacher at Gates worked with a local artist who visited the school to share his sculptural work and career as an artist.

Two interdisciplinary projects were completed at the high school. Advanced Drawing & Painting students once again collaborated with the ELA department on the Broadside project – creating illustrations to accompany poems selected by the ELA students. A number of juniors and seniors also created dramaturgy for the PC productions. These took the form of graphic novel excerpts illustrating key scenes from the plays.

Other News

In other news, a new ceramics kiln was installed at Conant. Now only two of eight schools are without kilns, and we look forward to including these in any new school construction.

The Conant art teacher served on the Massachusetts Art Education Board as MAEA President-elect, conference committee chair and editor of the MAEA News.

EDUCATIONAL TECHNOLOGY

The Department of Educational Technology (EDTech) announced a new three-year technology plan at the end of the school year. The 2021 Technology Plan focuses on learning and provides strategies with guidance from the Office of Teaching and Learning, the district's Long Range Strategic Plan, and data from our Challenge Success initiative. The plan supports the development of engaged, well-balanced learners through collaborative, caring relationships that speak to wellness, equity, and engagement. Further, the plan addresses the prevalent technology issues currently facing our students and our society: how to find balance

in our own use of technology, how to promote civility and respect in an online world, and how to protect our personal data from for profit, “big-data” companies.

2017-2018 Digital Learning Highlights

Highly effective learning environments begin with great teaching, and ABRSD is fortunate to have hard-working, dedicated educators who strive for continuous improvement in this area. Our schools today have learners who are more linguistically, culturally, economically, and cognitively diverse than ever before. Furthermore, our educational standards are increasingly more complex in what we expect our students to know and demonstrate. To address these challenges, educators need to shift their thinking away from what students *cannot* do, to a positive narrative that instead looks at what students *can* do. Building educator skills to support ALL students through a strength-based approach is the target of our instructional improvement efforts, and technology tools within the classroom support this goal.

Technological proficiency plays a key role in how likely teachers will utilize technology to support their instruction; survey data collected over the 2017-2018 school year showed extensive progress in the general and administrative use of technology by all of our educators. However, when using technology to directly support both teacher instruction and student learning, further work was needed to “ensure that all of our instructional staff is proficient in the integration of technology” into their teaching practices.

To that end, support of professional learning opportunities that incorporate technology into our teaching and learning continued throughout the year so that all students, regardless of learning differences and challenges, can achieve. New PL opportunities included “Universal Design for Learning (UDL)” workshops that taught teachers a new student-centered framework for providing multiple means of representation, action & expression, and engagement to meet the needs of all learners in their classroom, regardless of their learning differences. Access to technology in the classroom makes curriculum content more accessible for students because teachers can use technology to customize the display of information and provide more engaging options for students to personalize their learning and express their knowledge. Along with workshops geared towards curriculum alignment, instructional materials, teaching practices, and assessment methods, technology-based professional learning classes about specific technology tools and learning

software with a focus on Google's G-Suite for Education continued to be offered. The courses were designed in collaboration with curriculum coaches to continue efforts of integrating technology into specific learning goals and to model best practices with teachers.

Many foundational elements need to be in place in order to promote and expand digital learning throughout the district with the first being student access to technology devices. EDTech has worked hard to secure iPad learning centers in all K-2 classrooms and a 1-to-1 student-to-Chromebook ratio in all of our 3rd-6th grade classrooms. As a result, most of our elementary schools no longer have a need for designated computer labs as access from within the classroom provides students with real-time, on-demand technology learning tools under the direction and support of their teachers. Although progress has occurred within the Junior High and High School in regards to acquiring more digital learning tools over the 2017-2018 school year, these resources are shared throughout the school, and as a result, there are times when access to student learning devices is not so easily available. To address this issue, the high school changed their policy last year to allow students the option of bringing in their own computer and accessing the Guest network.

2017-2018 Infrastructure & Technology Support Highlights

At the core of any successful digital learning environment is a robust and secure technology infrastructure that supports computer hardware, data networks, information resources, and Internet capabilities and is supported by professionals responsible for its development, maintenance, and management. The EDTech 2017-2018 annual operational budget funded improvements to both digital learning and administrative technology resources necessary to run a medium to large school district.

In 2017, a network evaluation concluded that although the district has enabled a 10GB backbone to all locations, many of the network switches were in need of replacement due to age and bandwidth constraints (10/100Mb). In 2018, all of the network switches were replaced at the Gates, Conant, and Douglas elementary schools. Further upgrades will continue to take place over the course of the next few years. To strengthen data security and reduce the risk of online cybersecurity threats, EDTech purchased SonicWall Capture Advanced Threat Protection. The cloud-based service discovers and stops unknown, zero-day attacks such as ransomware at the gateway with automated remediation.

Shifting focus to the "business of learning," an evaluation of departmental technology needs in our administrative offices identified various data silos that inhibited innovative new ideas and approaches from occurring due to lack of data integration. In the 2017-2018 school year, EDTech worked to bring some of these silos together with the introduction of Power School Special Education and the Bright Arrow Messaging System, both of which work seamlessly with our existing PowerSchool Student Information System. More progress in this area is expected over the course of the next few school years.

COMMUNITY EDUCATION

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs, and directs the following programs and activities:

Day and Evening Classes: During the 2017-2018 school year Community Ed. offered approximately 1,500 classes and activities for children, teens, and adults. Info about all our programs can be found on the Community Ed. website: <http://abce.abschools.org> and in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes. During 2017-2018, almost 12,000 students enrolled in classes.

Extended Day: To meet the needs of working families in the Acton and Boxborough communities, Community Ed. offered high quality before- and after-school care to children in grades K-6 at three sites: the Administration Building, the Conant School, and the Gates School. In 2017-2018, over 250 children attended Extended Day. Our programs offer them the opportunity to play, explore, create, and make friends in a safe, stimulating environment. We also provide enrichment activities through mini-classes, special events and homework tutoring to complement classroom learning. These programs are self-sustaining, funded entirely by the tuition and fees.

Private Music Lessons: Community Ed. offers private music lessons for both children and adults. During 2017-2018, fifteen professional music instructors provided lessons to approximately 200 students.

Summer Day Program: Now located at the RJ Grey Junior High, this program offered weeklong sessions to 80+ children ranging in age from 5 to 14. Activities included: Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events. The program also offered a

Leader-In-Training course for teens entering grades 7 & 8 and a Counselor-In-Training program for students entering grade 9 and up.

Vacation Week Programs: During February and April school vacations and on some of the district's "no school" days (e.g. Election Day, Veterans Day), Community Ed. ran childcare programs that provided unique enrichment activities, free swim at the high school pool, and all sorts of fun and games.

Youth Winter Basketball League: Over a 12-week period, more than 700 boys and girls in grades 3-12 participated in weekly practices and league play. The league is staffed by more than 150 volunteer coaches and league directors and over sixty paid student and adult referees.

Driver Education: Community Ed. runs a Registry-approved driving school, offering classroom instruction and on-road training to 300+ students annually.

Pool Programs: Throughout the year, Community Ed. ran a wide variety of classes and activities at the ABRHS pool. These included year-round children's swim lessons, winter and summer youth swim teams, master's competitive swimming, morning and evening lap swim, adult swim lessons, water walking and exercise classes, lifeguarding classes, and open swim. Instruction and lifeguarding were provided by a combination of adult instructors and 30+ students.

Fitness Center: Community Ed. sponsored public hours at the ABRHS Fitness Center. The program is staffed entirely by volunteers within the community. During the school year, community hours are open on Monday, Wednesday and Thursday evenings, as well as Saturday mornings. During the summer, hours shift to weeknights only.

Scheduling Use of School Fields: Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses, and community organizations, receive permits for school field use through Community Ed.

Scheduling Use of School Buildings: Use of the eight school buildings outside of school hours is scheduled through Community Ed. The buildings are heavily used by the community, with hundreds of reservations booked each year. In 2017-2018 the process moved to an online system.

Community Education receives no funding from the school district or towns and runs all programs on a self-

sustaining basis. Monies are returned to the district to use for space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525 or visit our website, abcschools.org

FACILITIES AND TRANSPORTATION

The Facilities Department spent much of the year engaged in supporting the proposed school building project targeting the C.T. Douglas Elementary School. Funding for a feasibility study was approved at Special Town Meetings for both Acton and Boxborough in December 2017 after extensive planning and public outreach process. Feasibility study expenses will be reimbursed at 45.3% as the project was accepted into the Massachusetts School Building Authority's core building program. The School Building Committee moved directly into the feasibility study phase by selecting the Owners Project Management firm, Skanska, and the Architectural firm, Arrowstreet. Extensive information about the process to date and next steps is available on the district's website under the school building project.

Energy efficiency and conservation are high priorities for the district with robust results. Electricity use for FY2017 was down 37% below the 2009 benchmark. Natural gas use for FY2018 is down 24% below the 2009 benchmark (weather-normalized). These achievements yield significant cost savings, a reduced carbon footprint, and rich opportunities for student learning and engagement.

In addition, the district stipulates that 80% of our electricity supply via Eversource must be from renewable sources. As a result of shrinking our electricity use overall and this renewable commitment, the district has dramatically cut our use of fossil fuel-based electricity (an 85% reduction from the FY2009 benchmark) and has also substantially cut energy costs.

The district was awarded \$173,000 in Green Communities grant funding for energy efficiency projects, accompanied by \$67,000 in utility incentives. More than \$1.3 million in total has been received by the district through this program over the past eight years (in both grant funding and utility incentives). The projects funded with this most recent round include LED lighting upgrades to the high school (20 classrooms, department center offices), Parker Damon Building (20 classrooms, administration offices), and the Administration Building (gym, hallways).

We continue to move forward as the host and off-taker for a solar PV array in Woburn that will generate virtual net metering credits as revenue for the district.

The district will be hosting a 2MW/4MWH battery storage array on the central campus, funded through a \$1,250,000 grant from the Commonwealth. This storage array will generate cost savings for the district by shaving peak demand for electricity use. Enel (formerly EnerNOC) is managing the project and is moving through the lengthy process of interconnection approvals from Eversource and the MA Department of Public Utilities.

Compostable plates have arrived at ABRSD! They are now in use for school lunches (instead of Styrofoam) in all of our schools where students sort their lunch stuff into compostables & recyclables. This has dramatically reduced the volume of trash generated in lunchrooms and helps to green the district's footprint.

RJ Grey Junior High, Blanchard and Douglas all began collecting compostables and recyclables in their cafeterias this year with the support of students coaching their peers at sorting stations. Nearly all of the district's schools have now adopted this practice, helping students learn the science of materials and how they can contribute to systems becoming more sustainable.

Single stream recycling is in place in all classrooms and offices with support from student recycling teams. Student Green Teams are active in our schools, helping to promote energy conservation and/or recycling and composting with support from the Energy Manager. This provides a hands-on opportunity for students to participate in building a culture of conservation in our schools, yielding a more sustainable footprint for the district and significant avenues for student engagement, in addition to cost savings.

IN CONCLUSION

Educating the children of Acton and Boxborough is a responsibility that the School Committee, administration, faculty, and staff of the AB schools take very seriously. We thank the community for its continued strong support of our students, both financially and otherwise, in the endeavor of providing them with the best education possible. The School Committee also recognizes the significant contribution of our parents and guardians in many different ways that make our district special and unique.

Finally, we recognize that our staff is the backbone of our school district. AB is fortunate to have dedicated administrators, faculty, and staff who work hard every day on behalf of the children they serve.

Thank you all.

Peter Light, Superintendent of Schools
On Behalf of the School Committee
January 2019

Acton-Boxborough Regional School District Students, Staff, Class Size

FY15 - FY18

Number of Students

Projected

<i>Grade</i>	<i>14-15</i>	<i>15-16</i>	<i>16-17</i>	<i>17-18</i>
Preschool	123	127	116	125
K	320	299	330	298
1	347	357	324	362
2	367	372	372	338
3	395	393	397	393
4	440	405	412	406
5	440	443	414	417
6	436	453	466	425
Other K-6	28	25	22	22
Total	2896	2874	2853	2786
"School Choice"/ staff students included >	51	50	60	56

7	428	445	469	473
8	479	443	442	476
Other 7-8	17	10	16	16
Totals	924	898	927	965
"School Choice"/ staff students included >	12	11	9	15

9	457	489	448	443
10	479	457	492	449
11	486	483	457	495
12	483	480	470	449
Other 9-12	50	56	54	54
Totals	1955	1965	1921	1890
"School Choice"/ staff students included >	32	32	35	33
	5775	5737	5701	5641

Number of Certified Staff*Projected*

Grade	14-15	15-16	16-17	17-18
PreK-6	216.46	216.82	223.93	229.18
JH	73.80	74.80	77.00	77.40
HS	152.75	153.75	156.20	157.20
System Wide	8.00	8.00	8.00	8.00
Totals	451.01	453.37	465.13	471.78
Funded by "school choice" included	4.8 FTE	5 FTE	4 FTE	3 FTE
5	440	443	414	417
6	436	453	466	425
Other K-6	28	25	22	22
Total	2896	2874	2853	2786
"School Choice"/ staff students included >	51	50	60	56

Number of Non-Certified Staff*Projected*

PreK-6	139.92	145.71	144.80	143.90
JH	22.26	21.46	21.96	20.96
HS	42.30	42.40	42.50	42.50
System Wide	79.05	78.86	79.86	80.38
	283.53	288.43	289.12	287.74

Class Size Information*

Class Size Average	14-15	15-16	16-17
Elementary	22.50	22.50	22.44
JH	21.96	20.97	21.73
HS	21.30	21.23	21.00

Class Size Range

Class Size Average	14-15	15-16	16-17
Elementary	18 to 25	17 to 25	14 to 25
JH	13 to 31	13 to 31	10 to 28
HS	2 to 61	2 to 47	3 to 45

Number of Classes Below 20/Above 25

Class Size Average	14-15	15-16	16-17
Elementary	7/0	14/0	14/0
JH	36/18	46/9	35/7
HS	146/71	144/83	159/69

* Class size information for 17-18 can only be determined once students are assigned

**Acton-Boxborough Regional School District
FY'18 Revised Budget bs Actual Expense Summary by Character Code**

	FY18 Revised Budget	FY18 Actual Expenses + Enc	FY18 Available Budget
Salaries, Teaching - 01	\$34,957,155	\$34,684,015	273,140
Salaries, Principals - 02	\$2,393,559	\$2,410,510	(16,951)
Salaries, Central Administration - 03	\$1,249,128	\$1,467,558	(218,430)
Salaries, Support Staff - 04	\$9,716,262	\$9,638,298	77,964
Salaries, Athletics - 05	\$583,202	\$558,340	24,862
Salaries, Buildings - 06	\$808,007	\$755,248	52,759
Salaries, Custodial - 07	\$1,531,398	\$1,465,529	65,869
Salaries, Home Instruction - 08	\$8,500	\$956	7,544
Salaries, Miscellaneous Pupil Services - 09	\$1,574,847	\$1,496,979	77,868
Salaries, Subs Miscellaneous - 11	\$73,103	\$58,880	14,223
Salaries, Subs Instructional - 12	\$681,212	\$743,352	(62,140)
Salaries, Overtime - 13	\$233,215	\$251,526	(18,311)
Stipends, Curriculum/Instruction - 14	\$197,000	\$115,704	81,296
Fringe, Course Reimbursement - 15	\$56,000	\$57,827	(1,827)
Fringe, Health Insurance - 16	\$8,385,796	\$8,253,656	132,140
Fringe, Health Insurance, Retiree - 17	\$879,098	\$889,010	(9,912)
Fringe, Life/Disability Insurance - 18	\$42,100	\$40,375	1,725
Fringe, Unemployment Insurance - 19	\$40,000	\$31,674	8,326
Fringe, Workers Compensation - 20	\$600,000	\$493,550	106,450
Fringe, Middlesex County Retirement System - 21	\$2,318,753	\$2,318,753	-
Fringe, Medicare - 22	\$825,000	\$812,991	12,009
Contributions, OPEB Trust Fund - 23	\$900,000	\$900,000	-
Instruction Supplies - 24	\$1,049,095	\$1,258,899	(209,804)
Instruction Textbooks - 25	\$265,689	\$239,975	25,714
Instructional, Library - 26	\$55,628	\$53,913	1,715
Other, Capital Outlay - 27	\$1,038,450	\$1,033,987	4,463
Other, Debt Service - 29	\$1,903,718	\$1,903,718	1
Other, Property/Casualty - 30	\$182,959	\$129,979	52,980
Other, Maint Buildings/Grounds - 31	\$759,020	\$1,112,124	(353,104)
Other, Maintenance Equipment - 32	\$157,343	\$91,670	65,673
Other, Legal Service - 34	\$161,350	\$148,124	13,227
Other, Admin Supplies - 35	\$1,033,692	\$990,929	42,763
Other, Athletic Supplies - 36	\$67,491	\$66,230	1,261
Other, Custodial Supplies - 37	\$157,984	\$148,460	9,524
Other, Spec Ed Transportation - 38	\$1,784,024	\$1,701,945	82,079
Other, Student Transportation - 39	\$887,468	\$818,441	69,027
Other, Travel, Conferences - 40	\$133,303	\$150,587	(17,284)
Other, Spec Ed Tuition - 41	\$5,483,010	\$5,366,301	116,709
Other, Utilities - 42	\$1,758,200	\$1,368,243	389,957
Other, Telephone - 43	\$85,751	\$52,923	32,828
Other, Sewer - 44	\$304,823	\$273,281	31,542
Assessments - 48	\$766,658	\$606,062	160,596
Other, - 49	\$1,500	\$208	1,292
GRAND TOTAL	\$86,090,491	\$84,960,732	\$1,129,759

MINUTEMAN HIGH SCHOOL

Minuteman High School Named 2018 National Blue Ribbon School by U.S. Department of Education

Minuteman High School has been named a 2018 National Blue Ribbon School by the U.S. Department of Education. The announcement of all 349 public and private school honorees was made on October 1, 2018 by U.S. Secretary of Education Betsy DeVos.

Minuteman is the sole vocational high school in the State to be accorded this award. Abington High School and Swampscott High School are the other Massachusetts schools that earned this recognition.

According to a U.S. Department of Education press release, National Blue Ribbon Schools earn that designation by excelling in one of two performance categories - either as Exemplary High Performing Schools or Exemplary Achievement Gap Closing Schools, "which are among their state's highest performing schools in closing achievement gaps between a school's student groups and all students over the past five years."

All three National Blue Ribbon Schools from Massachusetts, including Minuteman, were cited for being Exemplary Achievement Gap Closing Schools.

An awards ceremony for all of this year's National Blue Ribbon Schools will be held at the Omni Shoreham in Washington, D.C., on November 7 and 8, 2018.

Minuteman has previously been acknowledged for academic excellence and for significantly closing achievement gaps. Just a few months ago, on April 5, 2018, Minuteman was named a Massachusetts Commendation School by the Massachusetts Department of Elementary and Secondary Education for being outstanding in those two categories. Governor Charles D. Baker presented Dr. Bouquillon with a plaque honoring the school at a State House ceremony.

Minuteman High School Sees Improvements in 2018 MCAS Scores

2018 MCAS results released by the Department of Elementary & Secondary Education showed Minuteman students made a marked improvement in their performance on the English Language Arts (ELA) exam. Compared to the year prior (2017), the percentage of Minuteman students who scored

"Advanced" increased by 7% and the number of students who scored "Proficient" increased 11%. The number of students who were in the "Needs Improvement" category fell 17% while the number of students in the "Failing" category dropped 1%. This shows a clear positive shift in performance levels across all categories.

On the Mathematics exam, Minuteman students showed a positive shift from the number of students who scored "Advanced" in 2018 (48%) in comparison to the 2017 scores (45%). This population of students showed a positive movement from the "Proficient" category to "Advanced" while the population of students in the "Needs Improvement" and "Failing" category remained the same.

MCAS Biology saw a small decline in the number of "Advanced" students and an equal shift into the "Proficient" category. The population in the "Needs Improvement" category stayed the same and there was a small increase in the number of students who were in the "Failing" category (2%).

On the MCAS Chemistry exam, 74% of Minuteman students scored in the "Advanced" category over 37% compared to 2017. That is an increase of 37%. This was a strong positive trend towards the "Advanced" category with 21% scoring proficient making the "Advanced + Proficient" rating 95%.

Minuteman Building Project Continues To Moves Towards Completion in the Fall of 2019

The Minuteman High School building project has reached another major milestone.

In ceremonies attended by hundreds of students, dignitaries and Minuteman supporters, Gilbane Building Company used a 185-foot crane to lift the final steel beam into place over what will become the new high schools' s main entrance. Erection of the 24-foot beam – painted white and signed by students, teachers, elected officials, and well-wishers – marked the completion of the steel structure of the building. The Topping Off Ceremony is a traditional builders' rite marking the point when the final steel beam is lifted into place at a construction site. A small tree or leafy branch along with an American flag was tied to the beam to represent good luck and to demonstrate patriotism.

Despite some challenging weather over the fall and winter, the Minuteman project remains on schedule and

on budget. Students are scheduled to start classes in the new building in the fall of 2019, more than one (1) full year ahead of estimates initially given to the member towns.

Minuteman High Schools awarded \$495,000 State Grant to Expand its Metal Fabrication and Welding Programs

Minuteman High School secured a \$495,000 state grant to update and expand its Metal Fabrication & Joining Technologies (Welding) program. The grant award was announced by governor Charles Baker on June 21 and is one of three successful grant applications that have been submitted by Minuteman which have brought nearly \$1.5 million to Minuteman over the last 2 years.

This grant will be used to modernize and expand the metal Fab and Welding program and allow high school students and adults to train on modern, industry-standard equipment. The funds will be used to purchase Virtual Welding Trainers, Multi-Process Inverters, a Guillotine Shear, Press Brakes, Bending Brakes, a Drill Press, a Punch, and a five-foot Power Roll.

High school and middle school students will use the equipment during the regular school day. "Gap year" students, incumbent workers, and unemployed adults will use the equipment during the evening in programs run by Minuteman and by Wentworth Institute of Technology. Graduates will enhance their technical skills and more easily secure jobs as welders, metal fabricators, and machinists in the region's defense, manufacturing, STEM/medical device, and power-generation industries.

Minuteman Technical Institute Launches New Evening Post-Secondary Programs

Minuteman Technical Institute (MTI) is launched new evening post-secondary programs for adults on October 1, 2018 including Advanced Manufacturing, Culinary, Electrical, and Metal Fabrication and Joining (Welding).

Each program is ten-months long, features 700 to 900 hours of instruction, and is aimed at preparing high school graduates taking a gap year as well as adults who are changing careers for these four high-wage, in-demand professions.

This program will run from October 1, 2018 to August 15, 2019.

ACTON MEMORIAL LIBRARY

Acton Memorial Library remained a center of community activity in 2018. Over 390 library programs were offered and over 7,400 people enjoyed them. Meeting rooms were used 1,005 times. There were 24 days when more than 1,000 people came to the library. The number of people subscribing to email notifications of library events rose over 36% to 3,355.

CHANGES AND HIGHLIGHTS

The Library Director Search Committee began the search for the successor to Marcia Rich. Marcia served as director for 16 years prior to her retirement in July 2018.

Danielle Savin was appointed the new director in May and began her duties in July. She had served as Assistant Director for three years prior. Filling the vacancy created by the promotion, Megan Warren was appointed as Assistant Director in October. Head of the circulation department, Sue Callahan, retired in November.

Volunteer archivist and former Director Wanda Null and Trustee Ann Chang were successful in obtaining a Community Preservation Act grant to clean, restore, and frame the nearly 100 Arthur Davis etchings and drawings that were gifted to the library by Richard Nylander in 2017. Mr. Nylander donated the works in memory of his parents Donald and Barbara Nylander.

In January RFID gates went live, increasing efficiency and security of the circulation system.

The Long Range Plan subcommittee began meeting in February to work on the next plan. They sought feedback on the library through a community survey, staff survey, and interviews with the staff. They have compiled the results and will create a new plan. The previous Long Range Plan is available on the library's website at <http://www.actonmemoriallibrary.org/uploads/page-body/Acton-Memorial-Library-Long-Range-Plan-FY2014-2018-web.pdf>

The snow and ice storms in March left many residents without power. The library was open and able to offer a place to warm up and charge devices. There was not an empty seat in the whole place.

Adult program highlights included a winter film series, 'Great Cinematographers' and a musical film series based on the summer reading program theme, "Libraries Rock!" There were also presentations and

workshops on New England history, wildlife, songs of Ireland, meditation, censorship, learning ukulele, genealogy, financial resiliency, poetry, attracting garden beneficals, bicycle maintenance, foliage hikes, and depression awareness.

Programs and classes on technology included introductions to Twitter, Craigslist, and Facebook; using Microsoft Word, Excel, PowerPoint; and Publisher, and using devices and programs effectively.

Some presentations focused on library resources, such as language learning programs and downloading e-books, audiobooks, music, and streaming movies.

In recognition of the centennial of the November 11, 1918 Armistice that ended the World War I, the library exhibited a series of posters advertising "Liberty Bonds." The posters were from the library archives and were displayed in November and December with exhibition frames funded by the Acton Memorial Library Foundation. Staff and volunteers prepared 45 different thematic book displays over the course of the year.

The Children's Room continued to be a very active area. In addition to four storytimes a week through most of the year, programs included a Stuffed Animal Picnic, family entertainment programs, workshops on traditional Indian art forms, a visit from author and cartoonist Mark Parisi, making floral arrangements with the Garden Club, craft workshops, pop-up book, game, and Lego afternoons, and yoga programs. Ed the Music Man presented his interactive programs regularly and the popular summer craft programs, the Friday Morning Players, and monthly Family Movie



Library staff poses with performer "Jungle Jim" whose program "80s Rock the Library" was presented as part of the summer reading theme.

nights continued. The theme of the summer reading program was "Libraries Rock."

'Reading to a Dog' continued with Molly, a five-year-old Labradoodle. Molly is a therapy dog who comes from the Pets and People Foundation. Children improve their reading skills when the listener is a friendly, non-judgmental dog.

LIBRARY HOURS AND SERVICES

The library is a seven-day-a-week service (67 hours a week) most of the year and a six-day-a-week service during the summer (mid-June through early September.)

Monday through Thursday	9-9
Friday and Saturday	9-5
Sunday	2-5
Summer Hours:	Saturdays 9-1, closed Sundays

The library is closed on state and federal holidays, Easter, and the day after Thanksgiving.

Acton Memorial Library offers a wide range of services for children and adults, many accessible from home. Online services include the ability to place requests for items, renew materials, download or stream audiobooks, e-books, magazines, music, and videos; search the Minuteman catalog with Chinese, Japanese, Korean, or Russian input, pay fines for lost materials, create personal reading lists, and reserve museum passes. Through the website, www.actonmemoriallibrary.org, users can sign up for emails of library news and events, follow the library through Facebook, Twitter, and Pinterest, access subscription databases and curated weblinks, view the Events Calendar and register for some activities, access numerous online local history resources including a Civil War website, view a monthly list of new items and numerous booklists linked to the catalog through the Bookletters service, request items through interlibrary loan, and link to the Minuteman Library Network catalog. Materials can be obtained from other libraries, and staff are happy to assist users who need help with the process. Some of these services are also offered through the Minuteman Library Network Mobile App which can be downloaded to a personal mobile device. Minuteman also offers a text messaging service to help users conveniently manage their library accounts.

The library offers books, newspapers, magazines, DVDs, CDs, large print materials, graphic novels,

recorded books, museum passes, local history and genealogy collections, telescopes, a microscope, wireless hotspots, birding kits, an iPad with reference apps, and a collection of artwork by Arthur Davis. The Speed View DVD collection is provided through the support of the Friends of the Acton Libraries. There is an extensive Chinese language collection, along with small French, Gujarati, Hindi, Korean, Portuguese, Russian, Spanish, and Tamil collections and a multi-format ESL collection. Electronic collections include e-books, audiobooks, magazines, newspapers, video, and a broad range of research databases. In 2018 Minuteman Library Network established reciprocal lending of Overdrive collections with other library networks in the state, greatly increasing access to electronic titles.

Professional reference and children's librarians are available for assistance on-site, by phone, and via email whenever the library is open. Reserve collections for school assignments can be arranged. State and federal tax forms are available, and the library hosts tax volunteers who help low and moderate income households prepare tax returns.

Twelve public computers are provided in the adult area, with support for international language scripts, including Russian, Chinese, Korean, and other Asian languages. Computers offer Internet access and Microsoft Office. Printers, color and black and white photocopiers, a microfilm reader/printer/ scanner, two scanners, a typewriter, and mobile phone chargers are available. Wireless internet access is available throughout the library.

Library users have access to small study rooms, and there is meeting space available for community groups. The Civil War Exhibit, housed in the oldest part of the building, is a unique resource for people interested in local history and is a solemn reminder that the Memorial Library was founded to honor those who fought in that conflict. The library offers a book discussion group, volunteer opportunities, and the chance for non-profits to raise funds through bake sales in the lobby. Special programs include film series, speakers on a range of topics, author visits, technology classes, and concerts. There are pre-registered children's story times for two-year-olds and under two-year-olds, daytime and evening drop-in story times for three to seven-year-olds, a monthly Family Movie Night, and extra activities during school vacation weeks. During the summer reading program, there are drop-in craft programs for children and opportunities to perform in a short play.

LIBRARY STATISTICS

Calendar Year 2018

Circulation: 539,723 (down .04%)

Traffic Count: 240,296 (up 1%)

Meeting Room Use: 1,005 (down 1.1%)

Fiscal Year 2018 (July 2017-June 2018)

Acton residents with active registrations: 14,451 (down 0.9%)

Collections (total items): 270,415 (up 2.5%)

Reference questions: 18,205 (up 7.5%)

Use of electronic collections: 114,985 (up 2%)

Use of public Internet computers: 18,512 (down 2.4%)

Children's programs: 295 (up 15.6%)

Children's program attendance: 5,753 (down 10.1%)

Adult programs: 96 (up 21.5%)

Adult program attendance: 1,648 (up 50%)

Items received from other libraries: 51,160 (down 31.8%)

Items provided to other libraries: 52,566 (up 2.1%)

Number of volunteers: 51 (down 51.4%)

Payments sent to Finance: \$36,772 (down 3.8%)

COMMUNITY INTERACTION

In addition to making available meeting and bulletin board space for dozens of community and area groups, space is provided for ESOL tutoring, tutor training, student assessment, and conversational practice groups. Programs were co-hosted with the Acton Building Department and the Council on Aging.

To help the public become more aware of its services, information on library activities appeared regularly in the Council on Aging newsletter and Municipal Quarterly as well as local papers and websites. The library had a table at the Farmer's Market in West Acton twice.

Eleven local non-profits took advantage of the December mini-fair to fundraise and identify people interested in their activities. A number of school or community-based groups held bake sales in the lobby to raise funds for their organizations or had bins in the lobby to collect food, clothing or other necessities for good causes.

The Garden Club created a display on the upper level of the library in April. They also donated arrangements for the circulation desk from late fall through early spring.

In November Friends of the ABRHS Band exhibited a display on the history of the Band. In May, Katie Oxnard's sixth grade class from C.T. Douglas School presented a video and exhibited their project "If Our Library Could Talk: A Brief History of Acton Memorial Library."



Drawing of the exterior of the 1890 library building by Katie Oxnard's sixth-grade class at C.T. Douglas School.

New teachers were given packets on library services. Information emailed to teachers raised awareness of library activities and increased program attendance. Staff spoke to school classes and gave them tours. The meeting room was reserved to provide additional study space during exams and the library stayed open two Sunday evenings in May to provide study space for students preparing for Advanced Placement exams. Classes were held at the library for parents whose primary language is not English and who have children in local schools. Reading list titles for high school students were highlighted in the Young Adult area. Library copies of junior and high school textbook titles were reviewed and updated and they were available to students for in-house use.

MUSIC COMMITTEE

Trustees Miriam Lezak and Joe Glannon make up the Music Committee.

There were three concerts in 2018: The Nate Aronow Nextet, TRIchro, and the ABRHS Madrigal Singers. Some were supported in part by grants from the Acton Boxborough Cultural Council.

When concerts are held, the meeting room is available for quiet study.

The piano was given to Acton High School on its opening in 1926 by John F. "Honey Fitz" Fitzgerald and his wife Mary Josephine Hannon Fitzgerald, who was born in Acton. Their daughter Rose was the mother of President John Kennedy and Senator Edward Kennedy. After several moves and some idle years, the piano was restored through a 2006 Community Preservation Grant and placed in the library by the Board of Selectmen in 2009.

The library policy for use of the Fitzgerald Piano is available on the library's website.

ARTS COMMITTEE

The Arts Committee is charged with making arrangements for the exhibitions in the library's meeting room, and the Solarium display case. The committee is co-chaired by artist Kay Hartung and Trustee Ann Chang.

The process of recruiting and selecting the artists starts in January when a notice of the opportunity goes out via the print press, email, website, social media, and brochures. The deadline for submissions is March 1. A jury composed of local artists and the Arts Committee co-chairs reviews the entries and selects artists for two-month solo exhibitions. This year the jury included photographer Andrew Child, artist Gwen Murphy, and reference librarian Susan Paju.

Many of the artists hold opening receptions where they meet with the public and discuss their works. These receptions have been special opportunities for the community to learn about different artistic techniques.

The artists for 2018 were:

January-February: Ruth Ann Hendrickson, watercolor painting; March-April: Sharon Wu, Chinese brush painting; May-June: Ashok B. Boghani, photography; July-August: Raymond Paradiso, painting; September-October: Berio Gizzi, painting; November-December: Marcia Crumley, painting.

Displays in the glass case in the solarium were: Gwen Murphy, handmade dolls; Paul Angiolillo, carvings and small sculptures; Ania Gilmore, handmade book sculptures.

Information on the display and exhibition procedures is on the library's website at <http://www.actonmemoriallibrary.org/events-programs/art-exhibits/artists-exhibition-opportunity>. The library and community have benefitted from these exhibitions and we thank the artists for sharing their talents with the Acton community.

FRIENDS OF PINE HAWK

The library continued to be the primary venue for the Friends of Pine Hawk, which seeks to increase understanding and awareness of the archaeological and human stories behind the Native American artifacts found when the South Acton sewer treatment plant was built. Named for the site and begun in 2002, the group

has offered over 100 programs for children and adults in the years since. Members include private citizens and professionals from the library, the Discovery Museums, and the Acton school district.

The library hosted seven Friends' events for State Archeology Month in October.

Ted Timreck discussed old stone ruins of the Northeast. Mary and James Gage focused on ceremonial stone landscapes. Cathy Taylor led a talk on an Algonquian stone chamber called a "hussanegk." Tobey Pearl talked about her forthcoming book about twelve 17th century colonial jurors unexpectedly convicted four fellow settlers for the murder of a local Native American. Electra Tritsch screened her video *Nashoba*. Holly Herbster and Jane Miller presented on information collected about the Aquinnah Wampanoag Tribe. The annual book discussion group focused on *An Indigenous Peoples' History of the United States*.

LITERARY ARTS PROGRAM

On March 20, Robert Creeley Award winner Mark Doty read to an audience in the ABRHS auditorium. Helen Creeley Student Poetry Prize winners Jocelyn Shen of Phillips Academy and Malia Chung of Milton Academy opened for Ms. Howe.

STAFF

The Trustees recognize and appreciate the dedicated effort that members of the library staff make to create a welcoming environment.

Staff as of December 31, 2018

30-40 hours/week

Library Director
Assistant Director
Head of Circulation
Head of Reference
Head of Children's Services
Outreach, Programming and
Technology Librarian
Reference Librarian
Library Assistant II
Library Assistant II
Library Assistant II

Danielle Savin
Megan Warren
vacant
Susan Paju
Lee Donohue

vacant
Heather Murray
Eunice Gorman
Joy Hamel
Anshu Sood

20-29 hours/week

Technical Services Librarian

Children's Librarian
Administrative Assistant
Library Assistant II

Stephanie
Knowland
Elise Katz
Mary Katis
Karen Anderson

10-19 hours/week

Children's Librarian
Library Assistant II
Library Assistant I
Library Assistant I
Library Assistant I
Library Assistant I
Library Assistant I
Library Assistant I
Page
Page

Clare Seaton
Kristin McLeod
Jennifer Keefe
Amanda Dindal
Melissa Gonzalez
Mong-Yu Blancha
Lauren Hutton
Donna White
Carolyn Malloy
Vacant

Less than 10 hours/week

Children's Librarian
Reference Librarian
Reference Librarian
Reference/Children's Librarian
Library Assistant II
Library Assistant I
Page
Page
Page
Page

Vacant
Jeremy Robichaud
Leslie Duffy
Jane Flanders
Barb Floss
Mary Wile
Sophie Clark
Hannah Frazee
Sandra Peirce
Mitali
Krishnamurthy

In June Danielle Savin completed a certificate toward a Master's in Public Administration through the Mass. Municipal Association/Suffolk University program. Acton participates in. Staff attended professional meetings or programs offered by the Massachusetts Library System, the Minuteman Library Network, and other professional organizations.

VOLUNTEERS

Many volunteers give their time and skills to assist the library. The Trustees and staff sincerely thank each and everyone for their invaluable support. A yearly event is organized by the Trustees to recognize the volunteers and to thank them for their dedication and service.

TRUSTEES

Pamela Lynn was voted in for another three-year term at the spring Town elections.

Harvey Berliner
Ann Chang
Thomas Dunn
Joseph Glannon
Carol Knowles
Miriam Lezak, Vice President
Pamela Lynn, Secretary
Sampada Salunkhe, President
Suzanne Shanahan

WEST ACTON CITIZENS' LIBRARY —

2018 was a busy year at Citizens' Library. In addition to circulating over 11,000 books, audio-books and DVDs, the library served as an active community center in the heart of West Acton. Throughout the year, we provided an oasis for parents and young children, elementary age students walking home from school, apartment dwellers and home owners in the surrounding neighborhoods and seniors both from Windsor Green and other parts of town. As West Acton Center has grown and flourished over the past few years, the library remains a popular stop for those living, working or shopping in West Acton. People come in regularly for books and movies, to use the computers and often, just to sit in a quiet space to read or get work done.

As the Village around us has been revitalized, the library trustees and staff spent a good deal of time and energy taking stock of where Citizens' Library fits into these changes. The Town of Acton is unique in that it supports two independent libraries. As the smaller of the two libraries, Citizens' has a proud history of doing things our own way. But as times change, institutions must also change and the trustees and staff have concluded that the community as a whole could be better served by partnering with Memorial Library. While no final decisions have been made as to what that partnership will look like, we are hopeful that it will allow us to expand our services, maintain our unique character and introduce many new people to what makes Citizens' Library such a special place.

In collection development this year we accomplished a major weeding of our adult and juvenile non-fiction collections making room for many new titles on the shelves. We also laid the ground work for our new seed library, where patrons will be able to come and get

packets of organic vegetable seeds for free, take them home to plant and then hopefully, harvest the seeds and return them to the library to be stored and distributed the following growing season. We are excited make seeds available starting in March of 2019!

From the day to day perspective, we spent the year serving the community in our own special way as we have for many years now. Our tot-time program continues to reach the youngest members of our community, our home delivery program continues to serve some of the oldest. Our Sunday book sales during the farmers market remain as popular as ever, raising over \$4500 for library materials and projects and we continue to do the important work of connecting readers with the books they want and need.

Trustees:

Dean Charter - Chairman
Ellen Spero – Secretary
Melissa LoPorto

Volunteers:

Maryanne Allard
Ruth Bechtel
Gail Flister
Kaleta Fraizer
Lucy Miskin
Charlene Twente
Elizabeth Valente

Submitted by:

Jennifer Friedman
Library Director

CULTURAL AND HISTORICAL ACTIVITIES

ACTON-BOXBOROUGH CULTURAL COUNCIL

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) Grant funds, to promote the arts, and to help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to encourage diverse culture by presenting jazz, classical, and world music concerts, vocal performances, films, opera, and public art installations.
- Advocacy for the arts through community outreach and publicity.

This Annual Report gives preliminary results of our FY19 Grant Cycle in which we plan to support 43 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2018 thanks to the continued financial support from our Towns.

ABCC Members

Voting Members (member throughout 2018 unless specified)

Acton:

Suman Adisesh (through June 2018)
Vivian Birchall (starting July 2018)
Palma Cicchetti (through June 2018)
Priya Eramath-Murali (Publicity Coordinator, starting July 2018)

Linda Mayer (through June 2018)
Karen Myers (Secretary starting July 2018)
Diana Nestorova
Judy Romatelli (starting November 2018)
Sunanda Sahay (Chair through June 2018)
Dawn Wang (through June 2018)
Jin Hong Yang (starting July 2018)

Boxborough:

Nancy Evans – Foreign Film Series Coordinator
Sharon Garde (Webmaster through June 2018, Chair starting July 2018)
Sheila Hanrahan (Secretary through June 2018, Treasurer starting July 2018)
Aparna Ramasundar (Webmaster starting July 2018)
Ramika Shah (Treasurer through June 2018)

Non-Voting High School youth members

Tal Dassau
Natalie Dawn

In March, our two High School members took part in a Massachusetts Cultural Council statewide meeting where they participated in a panel discussion, speaking about what they do, and answering questions.



Photo: Sunanda Sahay, Tal Dassau, Natalie Dawn

Recruitment: We work closely with the Acton and Boxborough Boards of Selectman, Town staff and other Town volunteers on our continued membership efforts. We had a lot of turnover this past year. We can currently accept one additional member from Acton. And we can always accept more members from Boxborough. We are proud to have high school youth members in our council who are actively and energetically participating in our activities.

MCC Funding for FY 2019

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, creativity, planning, budget, and most importantly, community benefit of each proposed project.

In the fall of 2018, MCC allocated the ABCC \$10,300.00. This will be spent on programs taking place between June 2018 and December 2019.

It was another competitive grant season. Throughout the summer and early fall, we publicized the availability of grants through emails, fliers, bookmarks, Facebook, our website, the town websites, and press releases in The Beacon and Action Unlimited. Also we provided telephone and email consultation to several applicants. We received 49 applications requesting a total of \$30,264 in funding. The number of applicants has been pleasantly consistent over the past few years. After very difficult and lengthy deliberations the ABCC chose to fund 43 projects that give the greatest benefit to our communities including projects at the public libraries, Recreation Department, Acton-Boxborough Regional High School, Acton-Boxborough Farmers' Market, Boxborough Harvest Festival, cultural festivals and many other activities.

Local Funding and Council Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, boards and public officials in both towns is truly remarkable. Acton provided the ABCC with \$2000 through a town meeting warrant article, while Boxborough provided \$1,400 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces and access to town equipment (screens, projectors, etc). We are also thankful for the continued support and active involvement of our liaisons, Boxborough Select Board members Susan Bak (through June 2018) and Wes Fowlks (starting June 2018) and Acton Selectman Janet Adachi.

The ABCC sponsored and collaborated on several exciting events in 2018. Here are some highlights:

Tenth Annual "Our World in Film" International Film Series. Each spring since 2009, we have offered an annual month-long series of acclaimed International films. All films are shown at Acton Town Hall and are free and open to the public. ABCC past members Greg Hutchins and Beth Davis (Acton), and Todd Davis (Boxborough) coordinated the series with current Boxborough member Nancy Evans. The first week is our Short Film Night, which includes short documentary films by local and Massachusetts-based filmmakers. The next three weeks are International films. This year's films included Tampopo (Japan), Chocolat (France/UK), and Yellow Submarine (UK).

Introductions to each film were provided by various committee members, and talks by visiting directors and discussions were led by local residents familiar with the culture shown in the film. The films shown have been donated to both towns' libraries for their collections.

Free Friday Night Fun Every Friday night during the summer, the Acton Discovery Museums are open free of charge, partly because of our funding.

Acton-Boxborough Community Contra Dance The first Acton-Boxborough Community Contra Dance was held on January 27 sponsored by money from our Boxborough funds. It was at the UCC Boxboro and was a huge success.



ASL Interpretation for Cinderella In March, we gave some money to Open Door Theater for their production of Cinderella. They used it so one of their performances could be interpreted into American Sign Language.

Chinese Music and Dance Night Some of our Acton funds were used to help the Acton Recreation Commission put on their 5th Annual Chinese Music and Dance Night at NARA park.

FY 2018 Grantee Reception The ABCC held its 13th Annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects and to network with other arts-minded individuals and groups. In addition to our FY 2018 grantees, our state and local legislators and officials were also invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters, collaborating artists, and organizations and to highlight upcoming events. Senator Jamie Eldridge attended and presented citations to our retiring members, as well as to our High School student members Tal Dassau and Natalie Dawn.

Performances by 2018 grantees included a group of string students from Indian Hill Music, a group of musicians from the Nashoba Valley Concert Band playing Dixieland tunes, and two songs by the Greater Boston Philharmonia Singers. The performances were highly appreciated by all present.



High School Magazine and Newsletter To support and encourage writing and journalism among high school students, ABCC has funded the high school literary magazine, Window Seat, and the newsletter, The Spectrum. ABCC is also proud to support The Robert Creeley Award Activities.

Fifer's Day, Harvest Festival, and Farmers' Market. This year ABCC set up display tables at Fifer's Day, the Boxborough Harvest Festival, and the Acton-Boxborough Farmers' Market. We spoke to many people, advertising the grant season and raising awareness about us and the events that we sponsor.

Promoting Diversity

Some of the events that we have sponsored which promote diversity are: Essence of India, Chinese Music and Dance Night, Sensus Fan Painting Workshop, and Combatting Hate and Prejudice.

Looking at the Future

One exciting project that we are working on is a China Garden at the Acton Arboretum, complete with a red Chinese bridge. This has received partial funding already, and we will fund more as it progresses. We are working on this with the help of our local Chinese community and Community Preservation Funds. The initial design work has been done, some land cleared, and fundraising is ongoing. We are looking forward to seeing this project take shape.

Respectfully submitted,
Sharon Garde, Chair
Vivian Birchall
Tal Dassau
Natalie Dawn
Priya Eramath-Murali
Nancy Evans
Sheila Hanrahan
Karen Myers
Diana Nestorova
Aparna Ramasundar
Judy Romatelli
Jin Hong Yang

HISTORIC DISTRICT COMMISSION —

Properties within the statutory Historic Districts carry the distinction of protected status, which enhances the value of both the property and the community in which it is located.

We are very fortunate to have three historic districts in the Town of Acton: South Acton, West Acton and Acton Center which include about 200 properties. These districts were established to preserve the architectural significance and rich character of these neighborhoods. Each district is administered by the Historic District Commission (HDC) according to the rules and

regulations set forth in Massachusetts General Laws, Chapter 40C, and the Chapter P bylaw of the Town of Acton as enacted at Special Town Meeting in 1990. HDC procedures are intended to permit appropriate architectural changes while protecting neighborhoods from alterations that might lower economic and aesthetic values of individual properties.

The historic districts continue to be desirable places to live and work. Several historic properties came onto the market and were quickly purchased in 2018, including three properties on School Street alone. Throughout the districts, properties continue to be renovated, added to and renewed for future generations to enjoy.

In 2018, the HDC received and reviewed 34 applications (down from 35 in 2017) and several requests for preliminary reviews on areas ranging from roofing, signage, fencing, restoration, and replacement of windows and doors to complete property transformations. There was one demolition of a small garage that was determined to be of no historical significance. A suitable replacement was approved by the Commission. In an acknowledgment of changing times, the Commission approved the first electric vehicle charging station at a residence on Newtown Road. Additionally, the HDC continued to monitor the progress of the Habitat for Humanity two family renovation at 43-45 School Street, assisted the Historical Commission with their historic plaque program, attended meetings of the 53 River Street Master Planning Committee and issued written opinions concerning properties directly abutting the districts such as 90 School Street and 4 Piper Lane. The HDC has endorsed a proposal to protect the town-owned Asa Parlin house on Woodbury Lane.

The HDC is required by law to review the architectural appropriateness of most proposed exterior design changes in the three districts, whether they are alterations, new additions or removal of structures. These rules apply to all buildings in the districts, even those you might not consider “historic”.

Items typically requiring a Certificate of Appropriateness (COA) include changes visible from a public way, such as installing new siding, additions, demolitions, removing or altering porches, windows, balconies or other building elements, and features. Examples of items which require a Certificate of Non-Applicability (CNA) include the color of paint, storm windows, storm doors, window air conditioners, planting or removal of trees, shrubs and other plants (except when

required for screening, as specified as a Condition on a Certificate); flags and flagpoles, and minor repairs and maintenance which do not alter the visible appearance of a property.

The HDC is a statutory board consisting of volunteers appointed by the Selectmen and whenever possible include property owners or residents of each district, a real estate agent and typically other citizens interested in preserving and enhancing Acton’s character. By law, an architect licensed in the Commonwealth is required to be on the Commission. The Acton HDC has two architect members. We are currently looking for three new members. Commission members do not need to live in one of the three districts. The Commission meets the second and fourth Tuesday of each month. All meetings are open to the public and we warmly invite you to attend. Please contact us by email at: hdc@acton-ma.gov. The 7:30 PM time slot at each of our regularly scheduled meetings is available for Citizen Questions. This is a drop-in time for members of the public to ask questions and share feedback without making an appointment.

We also offer workshops, lectures and walking tours.

HDC Members:

David Honn (Chair)

Anita Rogers (Vice Chair) David Shoemaker (Secretary)

Fran Arsenault

Maria Crowley Ron Regan

ACTON HISTORICAL COMMISSION —

The Commission has clarified and strengthen its Chapter ‘N’ Demolition Delay by Laws in anticipation of approval at the 2019 Spring Town Meeting.

The Commission has received proposals to add approximately 50 properties and update approximately 50 survey forms to the Commissions ‘Cultural Resource List’. In addition, the Commission plans to transfer the current Cultural resource list to MACRIS (Massachusetts Cultural Resource Information System) for easier on-line access by the town residences and inspectors. The Commission is awaiting funding approval from the Community Preservation Commission.

The Commission has members on the Community Preservation Commission, the 53 River Street Commission, the Main Street Planning Commission, and the Historical Society.

The Commission worked on preserving 62 Harris Street with the town, owner, & developer, to no avail. 62 Harris Street is the only original historic brick school house in Acton.

The Commission has submitted a proposal to nominate Forest Cemetery to the National Register of Historical Places.

The Commission is administering the Commemorative Plaque Program for structures on the Cultural Resource List. They provided plaques for the Town Hall, Hearse House (Forest Lawn Cemetery), and West Acton Fire House. Also, looking at proposing plaques for additional qualifying Town Buildings in 2019.

The Commission reviewed and commented on the preliminary design drawings for the Kelly Corner infrastructure project in regard to its effect on historical buildings within the area of work. The Commission also worked with the Town and Historical Society more directly regarding the street widening and the Hosmer House.

The Commission reviewed and commented on 53 River Street preliminary plan.

The Commission reviewed and commented on the proposed Powder Mill Place development.

The Commission held demolition delay hearings on:

90 Willow Street	Imposed Delay
4 Piper Lane	Granted demolition request
457 Massachusetts Ave	Imposed Delay

Commission Members:

Bill Dickinson – Chair
Doug Herrick – Vice Chair
Bill Klauer
Tory Beyer
Brad Maxwell
Jillian Oman
Katie Green – BOS Liaison

COMMUNITY DEVELOPMENT

CABLE ADVISORY COMMITTEE

The Cable Advisory Committee (CAC) serves to advise the Board of Selectmen in matters pertaining to Cable Television in the Town of Acton and to assist with license negotiations. We also address cable TV-related concerns from Acton residents and work with the two cable companies that serve Acton, as well as our own community access station, Acton TV, to resolve issues. We generally receive many more citizen concerns than we are chartered to address because our authority only extends to television-related issues; Internet and telephony are beyond the charter of the CAC.

The focus of CAC in 2018 was to better prepare ourselves for the contract renewal process with the two cable carriers, Comcast and Verizon, in 2020 and 2021. To that end, we undertook the following activities

- Posted an on-line survey for Acton citizens to gauge their experiences with the two cable carriers
- Advised the Board of Selectmen and the Town Manager on the retention of specialized legal representation during the cable license renewal process

- Assessing and cataloging the existing town and school video delivery system infrastructure, with special attention to the dependencies on services provided by the cable operators

In addition to preparing for the contract renewal process, the CAC

- Updated the Cable Advisory Committee Charter, which hadn't been updated since
- Continued our quest to have Comcast take a digital signal from Acton TV for delivery to Acton residents
- Addressed and responded to citizen concerns

Contract Renewal Preparation

The current license agreement with Comcast will expire in 2020 and the license agreement with Verizon will expire in 2021. Historically, the negotiation process of cable TV licenses is lengthy and complex, typically starting three years before license expiration.

Survey of Acton Citizens

In order to prepare for future license negotiations, the Cable Advisory Committee began surveying all Acton households on the use of various TV-related services. The survey will remain "live" until November 2019, and we ask all households in Acton to provide answers to

the survey (one response per household, please):
<https://www.surveymonkey.com/r/acton-cac>

Assessment of Existing Video Infrastructure

There are quite a few video distribution services that are employed by the town and the school system that leverage and rely on infrastructure that is part of our contract with Comcast (e.g., distribution of particular cable TV programs to schools, broadcasting of Board of Selectman and School Committee meetings on Acton TV). Because of changes in the cable industry since the last Comcast contract negotiations, the CAC anticipates changes in the means by which these services will be delivered. In order to ensure that we are prepared, the CAC has partnered with town and school IT personnel to do a comprehensive architecture analysis, to be completed in 2019.

Digital Delivery by Acton TV

In 2017 the committee, together with Acton TV, worked with Verizon and enabled FIOS customers to enjoy the benefits of a fully-digital Acton TV signal. The Committee continues to work with Comcast in order to identify a delivery configuration that would be acceptable and economically viable for all parties.

Updated CAC Charter

The last time the Cable Advisory Committee charter was 1992. Obviously, things have changed since then, and a new charter was overdue. The CAC drafted a revised/updated charter that reflects the current focus and scope of the CAC. This draft charter was completed in late 2018 and is expected to go before the Board of Selectmen in early 2019 for approval and ratification.

Citizen Concerns

One of the key services the Committee provides is addressing citizen issues/complaints (or simply to answer questions) with regard to cable TV service. The Cable Advisory Committee maintains a relationship with the Government Affairs Managers from both Comcast and Verizon, and meets with them periodically to discuss these concerns. The committee assists the citizens of Acton by elevating customer service complaints when citizens have exhausted their own customer services channels. The committee also participates in engagements and issue resolutions between the Town and cable service providers.

All citizens are welcome to attend the CAC meetings, which are held on third Thursday of each month at the Acton TV Studios conference room. In addition, we can be reached via E-mail: cac@acton-ma.gov.

There are several vacancies on the CAC that the Town would like to fill: a regular member, and an associate member. Additional information can be found on the Town's Web site.

Respectfully submitted,

Steve Davidson

Members:

Oleg Volinski, Chair Richard Logan

Steve Davidson, Vice-Chair John Covert

Terrance Lobo, Clerk Christine Simone

SENIOR AND DISABLED TAX RELIEF COMMITTEE

The Senior and Disabled Tax Relief Committee administers the voluntary fund established by the Town many years ago to provide tax relief to seniors and others under Town-approved, state legislation. The committee works with the Board of Assessors to ensure that those eligible for other forms of relief are first served by those programs before being reviewed by this committee. Our review process is conducted in confidence. We encourage the citizens of Acton to donate to this fund in any amount you are comfortable with and we encourage those who believe they may qualify for relief to apply.

The Committee was instrumental in providing a new senior tax relief program enacted in Sudbury several years ago. A similar program in its third year provided tax relief over \$35,000. Please contact the Assessor's Office for questions on our program eligibility requirements.

In addition, other forms of tax relief are available for seniors and veterans. For example, the senior work program continues to attract a full complement of volunteers who donate their time in jobs for the Police Department, various Departments in Town Hall and the Memorial Library and, due to its popularity, has been expanded in recent years. The Assessors Office provides outreach to seniors and others to inform them of the various programs available under the law which provides property tax relief. Feel free to contact the Assessors office if you have any questions about property tax relief.

Thank you.

The Senior and Disabled Tax Relief Committee

Susan Miller
Barbara Wilson
Carol Mahoney
Nancy Gerhardt
Steve Barrett - Treasurer
Brian McMullen – Staff Support, Assessors Office

PUBLIC CEREMONIES AND CELEBRATIONS COMMITTEE

The Acton Public Ceremonies and Celebrations Committee would like to thank all those who have helped put together the Ceremonies and Celebrations for 2018.

On Patriots Day in April, Scouts and Citizens followed the Acton Minutemen as they retraced the Isaac Davis Trail to the North Bridge in Concord. This was the 59th retracing of the Line of March.

The Memorial Day Parade was well attended by Citizens, Scout troops Acton Minutemen, Bands from the Schools and Veterans. Charles Aaronson was the Grand Marshall this year.

Veterans Day was observed with Buster O'Brien as a speaker.

All these events were successful due to the efforts of individual volunteers and civic-minded groups that pitched in to help us commemorate the history of our community and our country.

The Acton Public Ceremonies and Celebrations Committee needs your help in planning these important events. Please join the Committee and add your talents to our celebrations.

Gail Sawyer
Chairperson

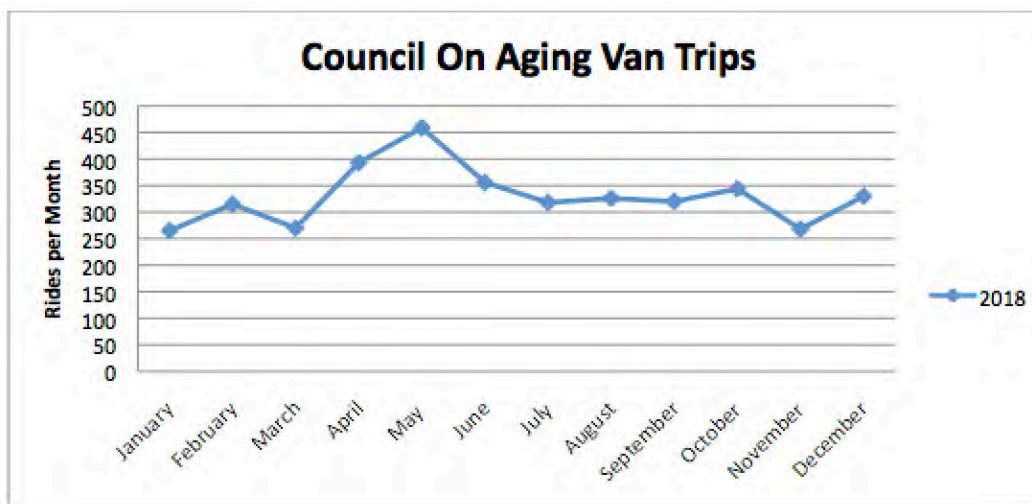
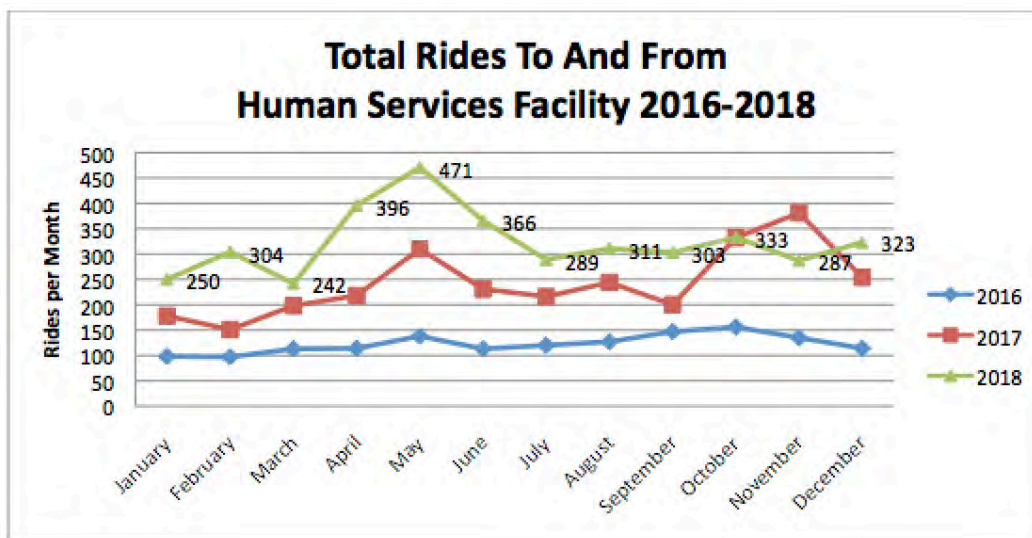
TRANSPORTATION ADVISORY COMMITTEE

Acton's transportation services assist and provide residents access to public transportation with door to door trips within the Town of Acton and in adjacent communities. Four handicapped accessible vans are dispatched Monday through Friday; providing trips for Seniors, People With Disabilities, Special Populations and the General Public. Trips can be booked by calling dispatch at 978-844-6809 any time between 8:30 AM and 4:00 PM.

Fixed Route services for commuters, employees and shoppers are also provided. Acton's Rail Shuttle connects two off-site parking lots to the South Acton Commuter Rail Station. Its first run in the morning and in the afternoon also includes stops in North Acton; Avalon, Nagog Woods, Great Road Condominiums, Sachem Way and Donelan's. The Cross-Acton Transit (CAT) connects housing complexes within the town to business centers in Kelly's Corner, West Acton Village and along Great Road. It operates Monday through Friday from 8 AM to 6 PM with additional stops at the Town Hall and the South Acton Commuter Rail Station. More information regarding Acton's transportation services can be found at <http://www.minutevan.net/>

Acton's door to door service includes four vans; Council On Aging Van, Road Runner, Minutevan 1 and Minutevan 2.

The Council on Aging Van is open to all seniors (60 and over) and any Acton resident with a qualified disability. This door to door service operates Monday through Friday, 8 AM to 4 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton, Maynard, and Concord, as well as parts of Boxborough, Littleton, and Westford. The van is equipped with a wheelchair lift and service animals are welcome. Trips within Acton are \$1, outside of Acton the trip is \$1.5. Trips to the new Human Services Facility at 30 Sudbury Road are prioritized.



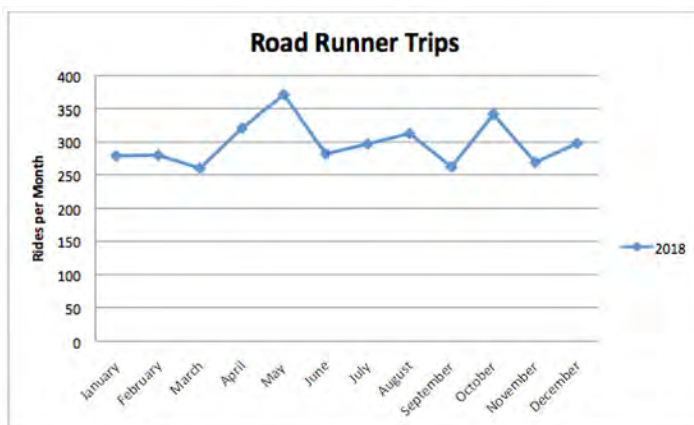
Road Runner

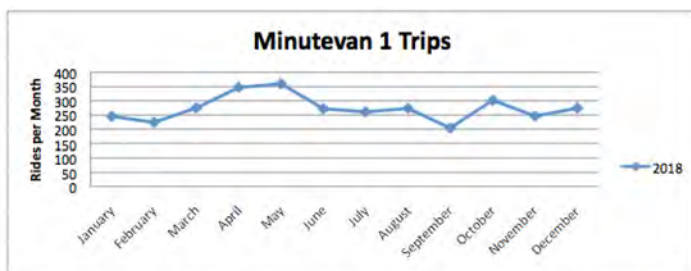
The Road Runner is open to all seniors (60 and over), residents with a qualified disability and the general public when space is available. This door to door service operates Monday through Friday, 8 AM to 3 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton, Maynard, and Concord, as well as parts of Boxborough, Littleton, and Westford. The van is equipped with a wheelchair lift and service animals are

welcome. Trips within Acton are \$1, outside of Acton the trip is \$1.5. This service provides weekly shopping trips for non-English speaking residents which have become very popular. The monthly ridership for the Road Runner was as follows:

Minutevan 1

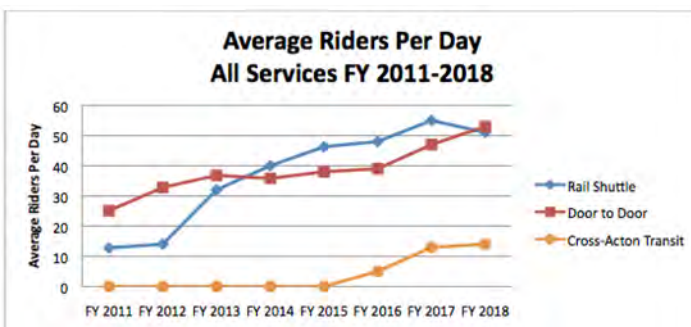
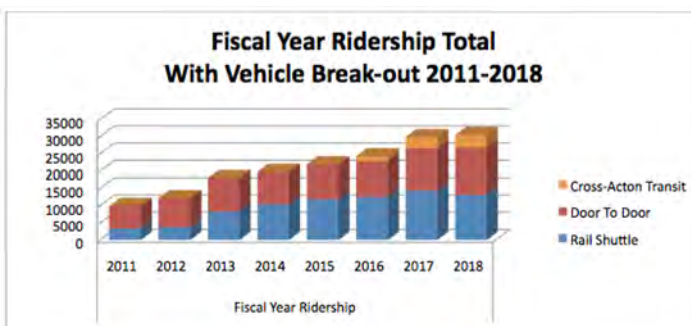
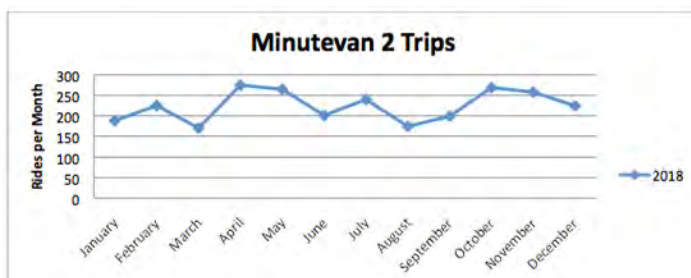
The Minutevan 1 is open to all Acton residents. This door to door service operates Monday through Friday, 8 AM to 11 AM and 12:15 PM to 6:15 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton or within a 3.5-mile radius of Acton Town Hall on a space available basis. Out of town locations include but are not limited to; West Concord Center, Emerson Hospital, Maynard Center, the Concord and Boxborough skating rinks and the Food Pantry. The van is equipped with a wheelchair lift and service animals are welcome. Children aged 12-18 may ride alone with their parent's permission. Trips within Acton are \$2, outside of Acton the trip is \$4. The monthly ridership for the Minutevan 1 was as follows:





Minutevan 2

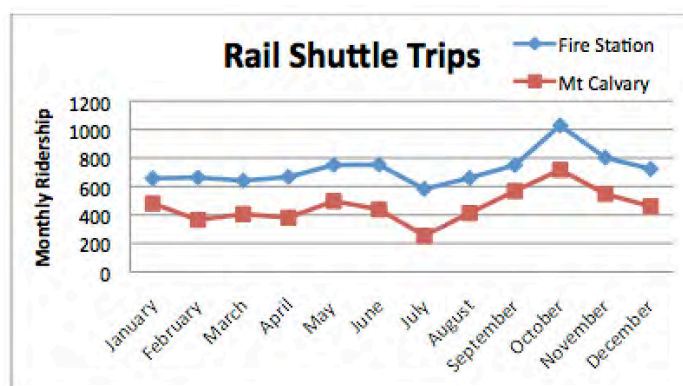
The Minutevan 2 is open to all Acton residents. This door to door service operates Monday through Friday, 8 AM to 5:30 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton or within a 3.5-mile radius of Acton Town Hall on a space available basis. Out of town locations include but are not limited to; West Concord Center, Emerson Hospital, Maynard Center, the Concord and Boxborough skating rinks and the Food Pantry. The van is equipped with a wheelchair lift and service animals are welcome. Children aged 12-18 may ride alone with their parent's permission. Trips within Acton are \$2, outside of Acton the trip is \$4. The monthly ridership for the Minutevan 2 was as follows: The total Ridership and Average Riders per day from 2011 through 2018 are shown in the following charts;



Rail Shuttle

The Rail Shuttle connects off-site commuter parking with peak hour trains at the South Acton MTA Station. The off-site locations are behind the West Acton Fire Station and designated spaces at the Mt. Calvary Church. The service operates Monday through Friday with the exception of holidays. Reserved parking and bus pass is an annual fee of \$250. The annual fee for a bus pass only is \$200. Day passes are \$3 per day and monthly passes are available at \$40. Service animals are welcome on the vehicle to assist individuals with disabilities.

The monthly ridership for the Rail Shuttle was as follows:



Cross-Acton Transit (CAT)

The new CAT shuttle's route connects higher density residential units and senior housing with shopping centers, the Council on Aging facility and the South Acton Train Station. It provides service Monday through Friday with the exception of holidays. The scheduled route is an hour round trip ride that begins at 8 AM and ends at 6 PM. All fares are \$1.00. Riders can track the shuttles progress at www.crossactontransit.com. The service is open to all. The CAT schedule is as follows: The annual ridership for the CAT by stops was as follows;

The monthly ridership for the CAT in 2018 was as follows;

CrossTown Connect

Acton is one of the founding members of CrossTown Connect. This is a unique transportation management association made of public members; Acton, Boxborough, Concord, Littleton, Maynard, Sudbury and Westford and private members; Associated Environmental Systems, Guterrez Company, IBM,

Spectrum, Wyo.	Midstate Wireless (Eastern Montana)	Tripping Lake* (Big Horn County)	Arroyo Drive (Golden Valley)	David Round, Goodwin (Broadwater, Yellowstone)	Golden Plains (Custer, Hill, Judith)	David Eagle, Brown* (Big Horn County)	Arroyo Plains V & 2 (Broadwater, Yellowstone)	Arroyo Pines (Dakota, Yellowstone, Arroyo)	Windway, Arroyo (Big Horn County)	Arroyo Hills, Arroyo (Big Horn County)	Arroyo Pines, Arroyo (Big Horn County)	
8:00	8:04	8:07*	8:10	8:14	SUNDAY					8:33	8:40	8:46*
9:00	9:04	9:07*	9:10	9:14	9:19	9:24*	9:30	9:35	9:38	9:43	9:48	9:54*
10:00	10:04	10:07*	10:10	10:14	10:19	10:24*	10:30	10:35	10:38	10:43*	10:48	10:54*
11:00	11:04	11:07*	11:10	11:14	11:19	11:24*	11:30	11:35	11:38	11:43*	11:48	11:54*
12:00	12:04	12:07*	12:10	12:14	12:19	12:24*	12:30	12:35	12:38	12:43*	12:48	12:54*
1:00*	1:04*	1:07*	1:10*	NOON								
2:00	2:04	2:07*	2:10	2:14	2:19	2:24*	2:30	2:35	2:38	2:43*	2:48	2:54*
3:00	3:04	3:07*	3:10	3:14	3:19	3:24*	3:30	3:35	3:38	3:43*	3:48	3:54*
4:00	4:04	4:07*	4:10	4:14	4:19	4:24*	4:30	4:35	4:38	4:43	4:48	4:54*
5:00	5:04	5:07*	5:10	5:14	5:19	5:24*	5:30	5:35	5:38	5:43	5:48	5:54*
6:00*	6:04*	6:07*	6:10*	6:14*	NOON							

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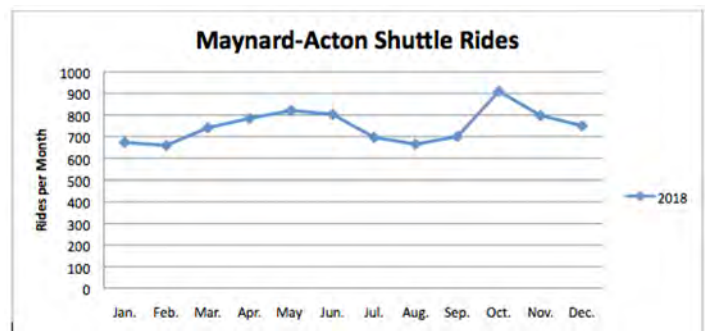
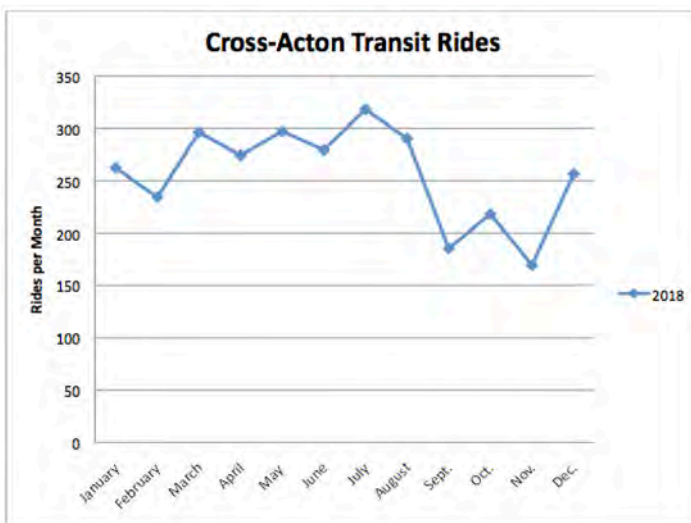
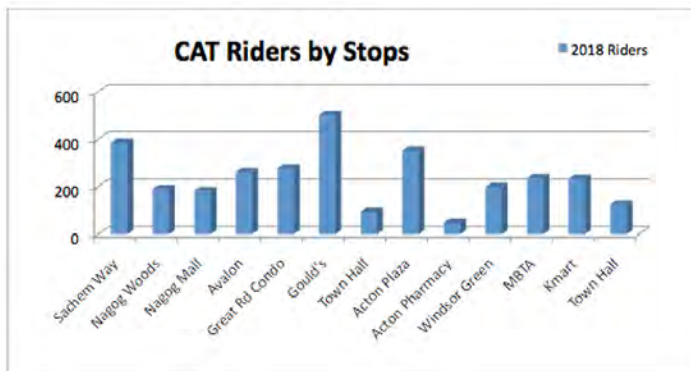
PLEASE NOTE All times are approximate due to traffic and weather conditions in the area.

facilitating “last mile” connections, providing commuter services and marketing programs.

Acton, Boxborough, Littleton, and Maynard receive dispatch services from CrossTown Connect for their Council of Aging Vans and other door to door services. Utilization of a common dispatch center has increased ridership for each van by having longer hours and being more accessible for the riders. It has also reduced cancellations of trips as riders previously overbooked in case they couldn't reach dispatch services when they needed the ride. In 2018 more than 30,000 rides were dispatched from the CrossTown Connect dispatch center.

CrossTown Connect also provides transportation services to the private and public partners. These services include; ride-matching to form carpools, emergency ride home programs, vanpool information, promotion of active commuting options like biking and walking, marketing programs to promote alternatives to driving alone, assisting employers in implementing pre-tax transit benefits and advocating for improved transportation services in the region.

In 2017, CrossTown Connect partner Maynard launched a first mile/last mile commuter service from Maynard's Mill & Main site to the South Acton Train Station. The schedule and monthly ridership are as follows:



Insulet, Haartz Corporation, Juniper Networks, Mill and Main, Potpourri Inc, Red Hat UTC Aerospace Systems and West Acton Village Works.

The CrossTown Connect members focus on working closely with public agencies and stakeholders, establishing employee transportation networks, advocating for transportation resources and legislation,

Maynard - Acton Commuter Shuttle Schedule

Effective January 16, 2017

MORNING SHUTTLE RUNS

To meet these trains

Shuttles loop to/from Maynard, Acton, and South Acton Rail, picking up and dropping passengers at Parker/Drummer, PSHQ, Maynard Golf, downtown Maynard, Mill & Main.

CV1	AM	Inbound to Boston	Outbound
Departs Maynard Golf Course at	6:10		
Arrives Parker/Drummer	6:17	#402	n/a
Arrives S. Acton Train	6:23	(6:27am)	
CV2			
Departs Mill & Main Sudbury lot	6:45		
Departs Mill & Main Main lot	6:47		
Departs Downtown Maynard	6:50		
Departs Maynard Golf Course	6:54		
Arrives S. Acton Train	7:00	#404	#401
Departs S. Acton Train	7:05	(7:02am Express)	(6:59am Express)
CV3			
Departs Mill & Main Sudbury lot	7:30		
Departs Mill & Main Main lot	7:32		
Departs Downtown Maynard	7:35		
Departs Maynard Golf Course	7:40		
Departs Parker/Drummer	7:47	#408	#491
Arrives S. Acton Train	7:50	(7:53 am Express)	(7:33am)
		#492	
		(8:02 am)	
CV4			
Departs Mill & Main Sudbury lot	8:15		
Departs Mill & Main Main lot	8:17		
Departs Downtown Maynard	8:20		
Departs Maynard Golf Course	8:27		
Departs Parker/Drummer	8:34	#410	#403
Arrives S. Acton Train	8:39	(8:42am)	(8:31am)
(takes final riders to their stops)			

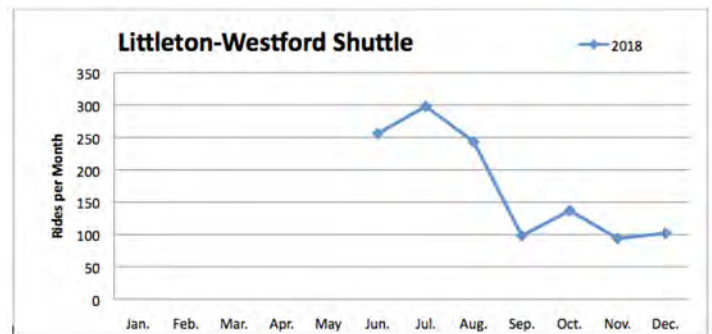
EVENING SHUTTLE RUNS

To meet these trains

* Evening shuttle drops off at morning pickup locations based on rider need

CV5	PM	Inbound to Boston	Outbound
Departs Mill & Main Bldg 5	4:50		
Departs Mill & Main Bldg 1	4:52		
Departs Downtown Maynard	4:55		
Arrives Paper Store HQ	5:00		
Arrives S. Acton Train	5:15	#494	#417
Departs S. Acton Train	5:16	(5:22pm)	(5:07pm Express)
Takes riders to Parker-Drummer and back to Maynard (MGC, downtown, Mill)			
CV6			
Departs Mill & Main Bldg 5	5:55		
Departs Mill & Main Bldg 1	5:57		
Departs Downtown Maynard	6:00		
Departs Paper Store HQ	6:05		
Arrives S. Acton Train	6:10	#424	#419 & 421
Departs S. Acton Train	6:22	(6:25pm)	(5:54 & 6:21pm)
If 421 is late, CV6 may take 419 passengers, then return.			
CV7			
Departs Mill & Main Bldg 5	7:00		
Departs Mill & Main Bldg 1	7:02		
Departs Downtown Maynard	7:05		
Departs Paper Store HQ	7:11		
Arrives S. Acton Train	7:25	#426	#425
Departs S. Acton Train after #425 arrives		(7:41pm)	(7:20pm)
(takes final riders to their stops)			

Working with 'MART' CrossTown Connect launched the Littleton-Westford Commuter Rail Shuttle in June 2018 to connect the Littleton/495 MBTA Commuter Station with Littleton Common/IBM and Westford/Red Hat/Juniper Networks with limited service during morning and afternoon rush hours. Service runs on a fixed schedule in the early AM and the evening on Monday - Friday. The monthly ridership was as follows:



LAND USE AND ECONOMIC DEVELOPMENT

LAND USE DEPARTMENT

The Land Use Department was created in 2015 by merging the Building, Health, Natural Resources, and Planning Divisions. The Land Use Department is located in the north wing of Town Hall, which underwent a major renovation in 2015 to improve customer service and create a home for the new department.

Matthew “Selby” was hired in January 2016 as Acton’s first Director of Land Use and Economic Development. Selby reports to the Town Manager and provides professional, technical, administrative, and supervisory support in organizing and coordinating Department operations. Selby provides direct staff support to the Economic Development Committee, the Acton 2020 Committee and special committees created to master plan recently-acquired municipal properties located at 348-364 Main Street and 53 River Street.

Land Use Department staff provides support to a wide range of volunteer boards and committees. Each division has a division head in charge of furthering the goals of their team. More in-depth reports of the Land Use divisions and the boards and committees they support can be found in this section of the Annual Report.

Respectfully submitted,
Matthew “Selby”
Land Use and Economic Development Director

BOARD OF HEALTH

Land Use

The Health Division continues to be an integral part of the Land Use Department. As a Division of this Department we are now part of a large group that can provide our residents with one-stop information and improved customer service.

Staff Accomplishments

The Health Division staff in 2018 continued working towards certifications that all help our employees be better informed.

Matthew Dow – Certified Professional-Food Safety -CP-FS

The Health Division is proud of this accomplishment and appreciates the staff obtaining these certifications to ensure that our employees can continue to offer our residents excellent service.

Shelter

In 2018, The Health Division opened and manned a shelter following a significant winter storm event in March. The shelter was held at 50 Audubon Drive where we provided shelter to those in need. A special thank you to staff and help from our MRC volunteers. Thank you!

Healthy Acton

Healthy Acton– The Health Division received a \$6,000 grant to conduct a survey titled, Hey Acton It’s Time for a Check-UP. This survey is ongoing into 2019 and you may provide your input until the survey closes in March/April. The survey allows you to help decide what you would like the Health Division to do to make Acton HEALTHIER...

We previously conducted this survey approximately 8 years ago and received 800 responses! We have taken strides on implementing the results from 8 years ago and now we want to know if we should still be working on those or if there are different needs that you can identify for our community. Here is the link if you’d like to participate. <https://tinyurl.com/healthyacton>

AB Cares

The Health Division continues to participate in AB Cares. AB Cares is a community based collaborative effort that seeks to prevent suicide across the life span and support all who are impacted by suicide. This group offered valuable training to many including, Question, Persuade, Refer (QPR) training that teaches three simple steps anyone can learn to help save a life. This group continues to meet regularly so please be on the lookout for additional training we will be offering in 2019.

Translation Services/Weiyuan Sun

The Health Department is fortunate to have an Administrative Assistant, Weiyuan Sun, who is fluent in Taiwanese and Mandarin. The Health Division is able to reach out to the Asian population because of Weiyuan. She has been instrumental in helping these residents navigate the MinuteVan service by conducting tours of Acton so they can utilize this service on their own. She has spent numerous hours educating these residents on their septic systems, Title 5, and Food Safety. The Board is grateful for her service. Weiyuan also assists the Acton Nursing Service, Council on Aging, Fire and Police Departments with translation services at flu clinics and trainings.

Digitizing Health Division Files

The Health Division spent time digitizing files and improving customer access to our many files. A special thanks to our Senior Worker, Vembusubramanian Muthusamy, for his assistance with the cumbersome task!

Pre-Occupancy Housing Inspections

The Health Division continues to offer pre-occupancy housing inspections to anyone who would like their vacant units inspected prior to placing a new tenant in the unit. This service provides the occupant with legal, safe and sanitary apartments, as well as education. Landlords benefit from health professionals' documentation of the condition of the unit at the beginning of occupancy, protection against consumer lawsuits for renting sub-standard units, and issuance of a certificate of fitness once the unit has been inspected. The Health Division is pleased to offer this service to ensure that Acton residents live in rental units fit for habitation and are compliant with the Massachusetts Housing Code.

Food Safety/Choke Saving Certification

The Health Division certified approximately 35 food service workers in Food Safety and approximately 22 food service workers in Choke Saving. We also held a mandatory training for all food establishments due to the implementation of the 2013 Federal Food Code. This was very successful with over 130 attendees. These programs are an important part of the Board of Health's work to ensure that Acton residents and visitors are protected from foodborne diseases and illnesses and enable diners to enjoy the Town's variety of food service establishments with peace of mind.

Rabies Clinic

The Health Division would like to thank Dr. Jonathan Kelman of Great Road Veterinary Hospital and John and Julie Seeley of DogStar Activity Center for volunteering their professional services for a very successful Rabies Clinic that was held on Saturday, February 27, 2018. We are so appreciative of their help and expertise to ensure these events remain well attended and successful. We are grateful to be able to continually provide this low-cost service to the Town. Thank you, Matthew Dow, for coordinating this day!

2018 Permits

Wastewater Permits

Title 5 Inspections	218
New Construction Septic	34
New Construction Commercial	2

Replacement Construction Septic	42
Porta-Potties	23
Minor Repair Septic	74

Wastewater Misc Permits

Disposal Works Installers	54
Title 5 Inspectors	47
Wastewater Treatment Plant	13
Septage Haluer	25
Septic Tank Pumpings	2607

Food Preparation Service Permits

0 seats	14
1 to 40 seats	25
41-100 seats	16
100+ seats	8
Cafeterias	9

Speciality Food Service Permits

Hot Bar	5
Cold Bar	5
Deli	6
Bulk Food	2

Food Retail Service Permits

Less than 5,000 sq ft	17
5,000 - 10,000 sq ft	4
Over 10,000 sq ft	6
Temporary Food	52
Frozen Dessert	2
Residential Kitchen	4

Misc Food Service Permits

Utility Kitchen	23
Sundries	15
Catering	6
Mobile Food	2
Tobacco	19
Farmer's Market	13
Bakery	5

Hazardous Materials - Generator/User Permits

Large Waste Generator	0
Small Waste Generator	39

Hazardous Materials - Storer Permits

Large Industry Storer	15
Small Industry Storer	64

Hazardous Materials - Generator/User Permits

Materials Generator	3
Materials User	71
Remediation Discharge	1
Remediation	1
Waste User	7

BUILDING DIVISION

Hazardous Materials - Storer Permits

Large Retail Storer	1
Small Retail Storer	4
Waste Storer Industry	45
Waste Storer Retail	1

Miscellaneous Health Permits

Body Art Practitioner	5
Body Art Establishment	4
Commercial Hauler	9
Funderal Director	4
Drain Layer	15

Permits

Beach	1
Swimming Pools	18
Wading Pools	2
Tanning Salon	0
Complaints	29

The Board thanks its staff Sheryl Ball, Health Director; Evan Carloni, Senior Public Health Inspector and Deputy Sealer of Weights and Measures; Matthew Dow, Health Inspector, and Sealer of Weights and Measures; and Administrative Assistant Weiyuan Sun. On a personal note, Matthew Dow became engaged to his longtime girlfriend Emily Reising! Congratulations Matt and Emily! A special thanks to John Chalmers, Stream Sampling Monitor and Patrick Palmer, Animal Inspector for assisting the Board in achieving so many goals this year.

Board of Health Members
Joanne Bissetta, Chairman
William Taylor, Vice Chairman
Mark Conoby, Member
William McInnis, Member
Michael Kreuze, Member
Rekha Singh, Associate Member
Thomas Jacoby, Associate Member

Calendar year 2018 was another busy one for the Building Division of the Land Use Department.

Part Time Building Inspector Brian Mc Donald resigned this past spring and went back to the private sector. Joe Atchue was hired to fill his position, however, due to other commitments, Joe had to resign as well. We are currently in the process of hiring a replacement.

Kim Clark, the Part-Time Clerk moved to the Cemetery Division. Vivian Birchall was hired to fill that position. Vivian brings with her many years of experience working in government and the private sector. Vivian is a hard worker and has quickly learned her responsibilities. Vivian has an excellent demeanor with the public as well as the staff and is a pleasure to work with.

Insulet Corporation is nearing completion of the first phase of construction for their facility in Acton. They have filed additional building permit applications for a small addition and expansion of their production lines as they expect demand for the product they produce to increase.

Overall construction continues to be busy in Acton. For the calendar year 2018 permits issued breaks down as follows:

Total value of construction \$40,981,817

1311 Building permits
45 New homes

476 Plumbing permits
433 Gas permits
949 Electrical permits

Respectfully Submitted,
Frank Ramsbottom
Building Commissioner

CEMETERY COMMISSION ANNUAL REPORT FOR 2018

While the Town recognizes Brewster Conant for his various and long-term commitments to the Town (see frontispiece), the Cemetery Commission has particular affection and gratitude for Brewster's 22 years (1993-2014) as an overseer of Acton's cemeteries. The three-member Commission, established in 1864, oversees three Town-owned cemeteries,



Brewster Conant

- Woodlawn (est. 1738), 104 Concord Road, Acton Center,
- Forest (est. 1750), 10 North Street, North Acton, and
- Mt. Hope (est. 1848), 162 Central Street, West Acton,

and is responsible for the expenditure of funds from various cemetery trust funds. During 2018, the following amounts were paid to the Town Treasurer.

• General Fund	\$81,873.56
• Cemetery Land Fund	\$12,980.00
• Perpetual Care Fund	\$53,570.00

During 2018, the Commission provided oversight to the following:

- Forest Cemetery National Historic Register status:

The Acton Historical Commission (AHC) has submitted to the Massachusetts Historical Commission (MHC) the AHC application for including Forest Cemetery in the National Register of Historic Places and is awaiting word from the MHC. The project to list Forest Cemetery on the National Register is wholly funded by the Community Preservation Act (CPA). Success with this listing will encourage the pursuit of a similar listing for Woodlawn and Mt. Hope.

- Needed renovations at Woodlawn:
 - Acton's Natural Resources Department was awarded a CPA grant of \$31,000 for rehabilitation of the three entrance gates to Woodlawn. This work should be completed in 2019.
 - The Kennedy Service Building at Woodlawn was made compliant with the Americans with Disabilities Act, being completely refurbished

on the inside main floor, including a new floor plan designed to benefit cemetery patrons and staff. The renovations were financed by Town, Cemetery Trust, and CPA funds.

- Mt. Hope improvements
 - The main driveway on the west side of the cemetery was repaved, funded from the Jenks Family Trust.
 - The first few hedgerows have been added to the newly-opened Section 9 at the south end. The beautification of Section 9 will continue into 2019.
 - In cooperation with Acton's Land Stewardship Committee, an information kiosk was installed by Eagle Scout Yuuta Aoki along a hiking trail in the woods on cemetery land south of the developed part of the cemetery. The kiosk provides information on public trails in the cemetery woods as well as in the adjacent Heath Hen Meadow Conservation Land.

The Cemetery Department is part of Acton's Natural Resources Department, which includes:

- Tom Tidman, Director, whom the Commission thanks for his help and advice.
- Shawn O'Malley, Superintendent of Cemeteries, and his dedicated crew of four, who are directly responsible for keeping the three cemeteries in their excellent shape and providing fine oversight of vital cemetery operations and maintenance.
- Kim Clark, Cemetery Department Secretary, who replaces Allura Overstreet. Allura, a 10-year veteran, accepted a new position as Administrative Assistant with the Acton Police Department. The Commission extends its great appreciation to Allura, a wonderful asset to the Town as she kept cemetery business extremely well organized, running smoothly, and in total synchronization with other Town departments.

The Cemetery Commission is here to serve Acton and welcomes citizen attendance at its 2 P.M. monthly meetings on the second Wednesday of each month at the Kennedy Service Building in Woodlawn Cemetery, 104 Concord Road. Citizens can also make inquiries and/or comments through a visit to the Cemetery Office in the Kennedy Building, a phone call to 978-929-6642, and by way of the Town's website at www.acton-ma.gov.

Commissioners:
Joe Will, Chair
William A. Klauer
Dana Snyder-Grant

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) is responsible for the administration of the Community Preservation Fund, the selection of projects for recommendation to Town Meeting for funding, and the monitoring of the progress of funded community preservation projects. By statute, Community Preservation Funds may be allocated to acquire, create and preserve open space; acquire, preserve, rehabilitate and restore historic resources; acquire, create, preserve and support community housing; acquire, create, preserve, rehabilitate and restore land for recreational use; and rehabilitate open space and community housing acquired or created with CPA funds.

In April, the Annual Town Meeting appropriated \$1,311,001.20 from the Community Preservation Fund.

The appropriation funded 12 projects:

- \$75,000 to the Acton Housing Authority – Development/Acquisition Fund for New Affordable Housing Units
- \$75,000 to the Acton Housing Authority – McCarthy Village Siding and Decking Replacements
- \$91,650 to Habitat for Humanity – 43-45 School Street Housing Preservation and Historic Preservation and Rehabilitation
- \$188,546 to the Acton Historical Society – Hosmer House Campus Landscape Architecture, Site Planning
- \$25,000 to the Town of Acton's Natural Resources Division – Kennedy Building Rehabilitation
- \$31,000 to the Town of Acton's Natural Resources Division – Historic Gates
- \$10,500 to the Acton Memorial Library – Arthur Davis Etchings Restoration
- \$30,000 to the Town of Acton's Open Space Committee -Support of Open Space Acquisitions
- \$10,012 to the Town of Acton's Natural Resources Division Camp Acton – Accessible Campsite
- \$76,000 to the Town of Acton's Recreation Department – T.J. O-Grady Skate Park - Completion
- \$6,000 to the Town of Acton's Recreation Department – NARA Performance Improvements

It added the following amounts to set-aside funds:

- \$500,000 to the Open Space Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration;

and, it funded the following ongoing programs/projects:

- \$85,420.80 to the Wright Hill Open Space Land Acquisition - Debt Service
- \$50,000 for Acton's participation in the Regional Housing Service Program (<http://www.rhsohousing.org/>) for two years.

To date, CPC funds have supported more than 100 community preservation projects throughout the community. Some community preservation projects that were completed during 2018 were:

- AHA Support Service
- NARA Concession & Comfort Station Design
- Arboretum Boardwalk
- Acton Woman's Club Phase 2

As of June 30, 2018, the Town raised \$1,001,384 from the local CPA surcharge for FY 2018 and in November received \$188,586 in State matching funds. In addition, total available funds at the end of calendar year 2018 include \$122,461.30 in the General CPA fund, \$257,087.79 in recaptured funds from previous project appropriations, and \$1,970,804.52 in the Open Space Set-Aside Fund, \$100,772.45 in the Historic Preservation Set-Aside Fund, and \$2,227.00 in the Community Housing Set-Aside Fund.

In November, the Committee received twelve project and program applications for funding in 2019, for a total request of \$1,554,951.75. The CPC reviews all project proposals and interviews each applicant. The CPC then deliberates and decides which projects and at which funding level to recommend to the 2019 Annual Town Meeting. In its deliberations, the CPC considers available funding, the applicants' proposals, legal opinions, applicant interviews, input from Town Boards, including the Selectmen and Finance Committee, and comments from the general public.

The Community Preservation Committee generally meets every 2nd and 4th Thursday of the month in the Acton Memorial Library meeting room. All CPC meetings are open to the public and the Committee welcomes public participation throughout its annual process. Townspeople may e-mail the Committee at cpc@actonma.gov or contact the Town Planning office at (978) 929-6631 with questions, comments, and feedback. For additional information and to view the current Community Preservation proposals, citizens may visit the Community Preservation page on the Town website at www.actonma.gov. The CPC would like to thank the Planning Division, which provides Town staff support to the Committee.

2018 CPC Members:

Ray Yacouby – Planning Board, Chairman
Peter Berry – Board of Selectmen, Vice Chair
Dean Charter – At Large, Clerk
Stephen Trimble – Recreation Commission
Amy Green – Conservation Commission
Nancy Kolb – Acton Housing Authority
Tory Beyer – Historical Commission
Walter Foster – At Large
Bill Alesbury – At Large
Carolyn Kilpatrick, Alternate

DESIGN REVIEW BOARD

The Design Review Board reviewed and provided comments to the Board of Selectmen, Planning Department and others on the following proposed projects in 2018:

- Machine Tools – North Acton
- 184 Main Street 40B – (across from Discovery Museum)
- 146 Prospect 40B – four homes
- Common Ground Rental 40B 446 Mass Ave
- Insulet Garage Nagog Park (twice reviewed)
- Powder Mill Place 40B housing
- Piper Lane 40B housing project
- Household Goods Recycling
- Avalon Bay 40B housing project – an addition of homes

The Design Review Board continued to review proposed projects and provide review comments based on our design professional backgrounds which help to inform various other Town Boards on whether or not to approve projects and how to improve them so they are compatible to the Town's goals as listed in the Master Plan.

In addition to reviewing projects the Design Review Board was engaged in the following:

- We kept abreast of Kelley's Corner progress and the DRB attended the Kelley's Corner Infrastructure Meeting
- We worked on expanding the types of projects we review since we've seen that some by-right projects (both new construction and renovations) have been built in visually important and sensitive areas of Acton that could have benefitted from design review input. In addition, the DRB would like to have an opportunity to review municipal buildings, for instance, the proposed fire station for North Acton. Any increase in the DRB's purview

would require a change in the DRB Charter. We will continue working on this goal in 2019.

- We met with Selby to discuss how DRB can be more effective and how to track projects under construction to observe if DRB suggestions mandated by the reviewing board (ZBA or BoS) are realized.
- We are attempting to work more closely with ACHC to get Acton's affordable housing to 10% or high enough for a temporary freeze in new home requirements. This would allow Acton to have much more control over the density, location, and quality of 40Bs being built in Acton. The goal is to prevent any more historically significant homes and sites being demolished and replaced with dense housing.

The goals for 2019 are to continue to improve the project review process and follow through during construction, to continue sharing information with ACHC, and to continue working on expanding the types of projects that would be reviewed by the DRB.

The Design Review Board meets the first and third Wednesday of the month in Town Hall, in Room 126. Please drop in and join us. Our email is drb@actonma.gov.

The Board members are:

Holly Ben-Joseph (Landscape Architect), Chair
Peter Darlow, (Architect), LEED AP- Vice-Chair
David Honn, (Architect) - Associate Member
Kim Montella (Civil Engineer & Realtor) - Member

The DRB's BoS Liaison is Janet Adachi, and our Planning Board liaison is Emilie Ying and we thank them for their efforts on our behalf.

Regards,

Holly Ben-Joseph, DRB Chair

ECONOMIC DEVELOPMENT COMMITTEE

The EDC worked closely with Matthew Selby, Land Use and Economic Development Director, to achieve BoS and EDC goals.

EDC Mission Statement

- Help attract, retain, and grow businesses and jobs in Acton and improve the economic environment
- Help increase the value and desirability of our community by supporting the needs of the current commercial and industrial businesses
- Promote the appropriate development, redevelopment, and renewal of commercial property.

2018 Accomplishments

Acton Area Manufacturing Collaborative (AAMC)

In August of 2018, the Town of Acton and MassHire Framingham Career Center hosted the first Acton Manufacturer Summit to bring together Acton's manufacturing employers, area educational providers, and community organizations to discuss how to create a pipeline of qualified employees for AES, Haartz and Insulet. The summit resulted in the formation of the Acton Area Manufacturing Collaborative (AAMC).

Members of the AAMC participated in Manufacturing Day 2018, during which students from Minuteman Regional Vocational Technical High School toured AES and Haartz. This allowed students studying advanced manufacturing, engineering, and robotics to see what a modern-day manufacturing floor looks like and to expose the students to a variety of manufacturing jobs.

The AAMC also hosted a job fair at the Acton Recreation Center, where dozens of job seekers explored employment opportunities with AES, Haartz, and Insulet.

Visits to Acton Manufacturing Firms

Selby, John Mangiaratti, and Larry Kenah visited AES for a tour of their plant and to discuss the challenges in identifying qualified employees to work in a manufacturing environment.

Most members of the EDC visited Haartz, currently the largest private employer in Acton. The committee learned the company's history, toured its large facility located across the street from the high school, and talked about its similar challenges in finding employees who want to work in a manufacturing environment.

Help with EDSAT

The EDC participated in a data gathering exercise to help inform a housing and economic development implementation program being spearheaded by the Planning Division of the Land Use Department.

Membership

The EDC welcomed Jon Benson as its newest member, representing the Board of Selectmen.

In cooperation with Acton TV, the EDC created a recruiting video that explains the role and work of the committee. The video is available from the EDC page on the Town web site.

Current Projects

The EDC is currently working in the following areas.

- Business Guide
- Work with Other Committees
- Business Census
- EDC Counsel and Support

Business Guide

Selby is writing a Business Guide for the Town of Acton. This guide will help new business owners navigate the certificates, permits, and licenses that may be required for the business.

The EDC will provide editorial and writing support for this project.

Work with Other Committees

The EDC continues to participate in the 348-364 Main Street Master Planning Committee (Kennedy Landscaping, etc). It has offered its opinion on proposed uses for this property.

The EDC continued its participation in the current Master Plan (Acton 2020) via representation on the Kelley's Corner Steering Committee (KCSC).

The EDC is working with KCSC and other committees on proposed plans for future development of the Kmart property in Kelley's Corner.

Business Census

The EDC is working on a census all of the businesses in town. The census is being conducted by volunteers who visit each business and collect a small amount of information about each business. The census made little progress in 2018 but will resume in 2019.

The next phase of the project will include healthcare, professional, and other office businesses. The information that is collected will be available when the project is complete.

EDC Counsel and Support

The EDC will continue to work with Selby to support and advise businesses interested in relocating to Acton.

EDC Projects for 2018

Listed below are EDC top projects for the coming year.

- Business Guide (ongoing)
- 348-364 Main Street Master Planning Committee (ongoing)
- Business Census (ongoing)
- Map for Bruce Freeman Rail Trail
- Sewers in West Acton

Map for Bruce Freeman Rail Trail

The committee will produce and distribute a map of the Bruce Freeman Rail Trail (BFRT) through Acton that identifies local businesses along the trail that might be of interest to cyclists and other users of the BFRT.

Sewers in West Acton

The EDC will communicate with West Acton businesses and residents to enlist their support for extending sewers to West Acton. It will work with other Boards, Committees, Town Departments, and the Land Use and Economic Development Director to achieve this goal.

Membership and Meetings

The EDC currently has ten members and one vacancy. The EDC meets on the first and third Thursday of every month at 7:30 pm in Room 9 of Acton Town Hall on Route 27.

Respectfully submitted,
Larry Kenah, Chair

EDC Members

- Ann Chang
- Dave Didriksen
- David Foley (Vice Chair)
- Derrick Chin (Planning Board)
- Jon Benson (Board of Selectmen)
- Josh Fischel (Clerk)
- Larry Kenah (Chair)
- Mike Majors (Finance Committee)
- Peter Daniel (Chamber of Commerce)
- Shirley Ming

KELLEY'S CORNER STEERING COMMITTEE

The Committee oversees and guides the Town's efforts towards completing the infrastructure improvements in Kelley's Corner. The State has committed to fund this \$14.5 million dollar construction project in Federal Fiscal Year 2022 through the Transportation Improvement Program (TIP). The Committee's focus is on assuring that (1) the project reflects the goals of the Acton2020 plan, (2) responds to the community's desires expressed over the past four years of public outreach, and (3) the project engineering is completed on time to secure the \$14.5 million in Federal and State leveraged funds.



Image showing the new signalized intersection of Charter Road and Massachusetts Avenue



Image showing a proposed entrance into Kelley's Corner with street trees, raised landscape island, new protected crosswalks, and bike lanes

he infrastructure plan for Kelley's Corner will create a walkable, safer area with an accessible pedestrian network, bicycle lanes, streetscape amenities and properly functioning intersections to support safe access to local businesses and reduce congestion. It will also realign and signalize the Massachusetts Avenue entrance to the Acton-Boxborough School District campus and signalize Community Lane (previously No Name Road) at Massachusetts Avenue and the new CVS driveway entrance.

In 2016, Town Meeting voted to fund the engineering for this project. Since that time, supplemental engineering costs have become necessary to implement the changes in the project scope that are responsive to community needs expressed during public outreach sessions held by the Committee. Additional design funds had been requested at 2018 Town Meeting. The request failed due to three major concerns raised by Acton residents on the floor of Town Meeting: loss of parking at 263 Main Street (location of Bueno Y Sano restaurant), loss of existing trees, and questions about the length of crosswalks. The Committee spent the last year conducting outreach and working closely with Town Staff and the project design engineer (GPI) to better understand and address those concerns. The Committee held two public workshops; one on March 21, 2018 prior to Town Meeting, and one on May 15, 2018, and held several additional public meetings throughout the year. The Committee is pleased to report that since 2018 Town Meeting, the following changes have been made to address the three concerns:

1. The Town requested MassDOT's review of an alignment analysis conducted by GPI in 2017 to shift Main Street away from the property at 263 Main Street (Bueno Y Sano). MassDOT determined that the shift is safe and will accept this alternative alignment. This alternative minimizes impacts to the property at 263 Main Street and maintains X parking spaces.
2. Although approximately 120 trees will be replaced with more than 150 newly planted trees, there was concern that the replacement trees would not be the same size. The Town is evaluating a tree replacement program to plant a set number of trees per year to help offset the caliper of trees being replaced.
3. Information has been shared to clarify that the overall crossing distance at the main intersection will DECREASE by approximately 25 feet and that crosswalks will be more perpendicularly aligned to the roadway. In addition, the plans propose five additional crosswalks where none exist today, and twelve of the fourteen crosswalks in Kelley's Corner are proposed to

be signalized either within a signal phasing sequence for pedestrians or with a rapid flashing beacon. The formal MassDOT 25% Design Public Hearing is anticipated



GPI explaining the plans at an interactive Kelley's Corner Steering Committee meeting in August 2018.



Kelley's Corner Steering Committee hosts a public workshop with GPI in May 2018 following April 2018 Town Meeting.

for March 2019, at which time community members can express additional comments and suggestions on the engineering plan. The Committee will be supporting two items in the Board of Selectmen's FY 2020 budget which are necessary for Kelley's Corner infrastructure project success: supplemental design funds and funding for appraisal services. More information on the project can be found at: <http://www.acton-ma.gov/628/Kelleys-Corner-Project>

Respectfully submitted,

Andrew Brockway, Chair

The Committee is comprised of the following volunteer members:

Andrew Brockway, Chair

Christi Anderson, Finance Committee

Erin Bettez

Derrick Chin, Planning Board

Peter Darlow, Design Review Board

Larry Kenah, E.D.C.

Bob Van Meter

Jon Benson, Selectman Liaison

Dean Charter, Associate

Patricia Clifford, Associate

ACTON LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee is made up of volunteers and is sponsored by the Acton Conservation Commission. It is responsible for the care of over 1,700 acres of Acton's conservation lands. There are 9 voting members and 11 associate members. The committee is chaired by Joseph Holmes. Each conservation land has a mapped and blazed trail system and has an assigned steward. This year, Dale Chayes was sworn in as a new member to steward Nagog Hill conservation land.

Land stewards perform many outdoor tasks continuously to keep our trails in tip-top shape such as pruning, blazing, mowing meadows, supplying maps, removing trash, cleaning up vandalism, reporting encroachment and/or illegal dumping. There are subgroups who work on mapping our conservation lands with an eye towards improving accuracy and ease of navigation for the public.

Eagle scouts completed three projects on conservation land this year: Jonathan Gong built a kiosk at the Acton Arboretum conservation land entrance at Minot Ave. Yuuta Aoki built a new kiosk at the trail entrance to the Mount Hope Cemetery and Heath Hen Meadow Trails adjacent to the Cemetery. Brian Gower built a new kiosk at the trailhead of the Nagog Hill conservation land in the Quail Ridge residences on Skyline Drive. Eagle Scout carpentry projects are supervised by Bruce Rachman. Logan Penney built and installed lending libraries at Great Hill conservation land, as well as Gardner Playground and Morrison Farm. Scout troops regularly support conservation land through community service by building boardwalks, kiosks, new trails and remove invasive plants. Bruce Rachman provided assistance to the town in October by leading a repair project of the Heath Hen Meadow footbridge across Heath Hen Meadow Brook. The boardwalk had been damaged by a fallen tree. Many other stewards and volunteers helped repair the bridge just in time for winter. Bob Guba and Bob Farra designed and built two sides of a truss bridge that will be installed at the Nashoba Brook conservation land next spring. Andy Gatesman rebuilt a deteriorated boardwalk at the Bulette conservation land. Trails are blazed and open at the Wright Hill conservation land, which connects in West Acton off Central Street to both Jenks and Guggins conservation land. Work began at the Camp Acton conservation land as part of a Community Preservation Act (CPA) grant to create an accessible campsite. Tree removal and grading were

begun. Additional trail preparation and boardwalks are yet to be built to complete the project.

The public trail entrance to Guggins Brook conservation land from the Half Moon Hill subdivision was moved and easement language updated.

The land stewards received a donated shed to store tools, equipment, and signs. The shed was installed at Morrison Farm as this is centrally located. The shed is adjacent to a new well and also has electric outlets for charging portable equipment. The Natural Resources Division purchased a new field mower for the land stewards' use to maintain meadows and grassy trails. It is kept on a trailer next to the utility shed.

Cub Scout Pack 1 will be taking on the stewardship of the newly purchased 161 Newtown Road entrance parcel to Grassy Pond. They will be assisted by Peter Church, a member of the Church of the Good Shepherd across the street. Peter is also the Director of Forest Stewardship at the Massachusetts Department of Conservation and Recreation. The trail was flagged and initial clearing has begun. The parcel contains a large collection of potentially Native American stone piles. Educational walks will be offered in the near future.

The land stewards go over and above to restore areas overtaken by invasive plants on various conservation lands. John Watlington, a steward of Great Hill conservation land, persistently schedules workdays to remove infestations of burning bush and other species from Great Hill's 192 acres and 7 trail entrances.

A volunteer list is maintained of people who want to participate in a variety of trail projects. No experience is necessary. Please visit their website www.acton-trails.org and click on the blue VOLUNTEER button on the home page. Thank you to all the land stewards and the citizens who support them. This is an incredibly dedicated group of people who care deeply about Acton's open space and natural resources.

NATURAL RESOURCES DIVISION

The Natural Resources Division is comprised of Conservation, Recreation, and Cemetery; and its staff is directed by Tom Tidman, Natural Resources Director. Please refer to the Recreation Department and the Cemetery Commission reports for further details. Please refer to the Land Stewardship Committee Annual Report for information on Acton's conservation land improvements.

Conservation Commission/Wetlands Filings in 2018:

- 16 Requests for Determination (RDA)
- 17 Notices of Intent (NOI)
- 3 Abbreviated Notices of Resource Area Delineation (ANRAD)
- 20 Certificates of Compliance (CoC)

The Conservation Commission is comprised of seven members. In December of 2018, Zywia Chadznyska joined the Commission, replacing Bill Froberg, a long-time member of the Commission, who moved out of Acton. The administrative work of the Commission is supported by two part-time staff in the Natural Resources Department, Fran Portante and Bettina Abe.

The Acton Arboretum continues to evolve. Two CPA grant applications were submitted in November, one for \$50,000 to improve the main entrance with new bridges and paved walkways; the other for \$5,000 towards plantings along the China Trail Garden.

Practically no water chestnut invasive plants were seen on Ice House Pond and Robbins Mill pond this summer. Staff members continue to monitor the status of trapa natans. NR staff members work with other conservation groups and land trusts in the SuAsCo watershed to monitor and control invasive plants and collaborate on open space protection and other conservation topics.

Other intensive work to remove invasive plants at NARA Park and a majority of Acton conservation lands is ongoing by volunteer work crews who dig, cut and/or pull out glossy buckthorn, garlic mustard, knotweed, burning bush, honeysuckle, multi-flora rose, barberry, purple loosestrife, tree of heaven and Norway maple seedlings. Civic volunteer crews such as the New England Aquarium Blue Ambassadors, Cub Scouts, Boy Scouts, and church groups conducted multiple invasive plant removal workdays this year.

Land Steward volunteers regularly remove dangerous or fallen trees from trails, cut and remove overgrowth, mulch trails, repair boardwalks and build new roofs on kiosks. Three Eagle Scouts built new kiosks on Acton's trails this year: Yuuta Aoki, Brian Gower, and Jonathan Gong. A new parking lot was created at the new *Assabet River Blue and Green Trail* trailhead located on Old High Street in South Acton near the Powdermill Dam on Route 62 (Powdermill Road). An educational panel was installed by summer interns that tell the history of the Powdermill Dam. The trail allows one to walk along the Assabet River shoreline for one mile into Maynard, terminating at a cul-de-sac

on Colbert Avenue. Another trailhead with a kiosk and small, gravel parking area is proposed for Parker Street with a second information panel to be installed informing visitors about the Pine Hawk Native American archaeological site. The trail provides ample vistas for wildlife viewing. Still to construct is a boardwalk with a bench to observe the view, enjoy lunch, fish or launch a kayak for a paddle upstream. Materials were purchased in December and construction will begin in spring 2019.

As always, the three Acton Cemeteries (Woodlawn, Mount Hope, and Forest) were immaculately maintained this year. Please see the Cemetery Commission report for further details.

The WildAware program leads nature walks at the elementary schools and posts local wildlife stories on social networks. Acton WildAware can be found on Facebook as well as archived newspaper articles on the www.actontrails.org website.

Thanks to the volunteers who serve on the Recreation Commission, Land Stewardship Committee, Conservation Commission and Cemetery Commission. Thanks to the Friends of the Acton Arboretum, Inc. and to AB Regional School student volunteers. Thanks to all the many other community members and their organizations who tirelessly work to protect and improve Acton's natural resources.

OPEN SPACE COMMITTEE

The Open Space Committee is responsible for evaluating open space preservation opportunities within the Town of Acton, acting as an advocate of land protection to Town boards, and keeping the public informed about progress made in implementing the goals of the Town of Acton *Open Space and Recreation Plan*, as well as updating the plan on a periodic basis. The Committee advises various Town boards on specific land acquisition and protection opportunities, including assessment of lands associated with Chapter 61, 61A and 61B offerings, land-set asides, and land gifts or defaults to the Town. The Committee also acts as the municipal liaison with individuals, land protection advocacy groups, and land conservation trusts active in the preservation of open space. In addition, the Open Space Committee acts as the sponsor for specific open space protection proposals.

The Committee continues to work with several landowners who may be interested in either selling land to the Town or having the Town buy a conservation

restriction for the property that would permanently protect the land as open space. These have included key properties abutting several of the Town's larger conservation lands, as well as several of Acton's remaining farms. This work is ongoing and will hopefully lead to land preservation opportunities being brought to future Town Meetings. The Committee has been greatly assisted in its efforts by the Acton Conservation Trust and expresses thanks to this private, non-profit organization led by Susan Mitchell-Hardt. The Committee also thanks the Sudbury Valley Trustees, a regional non-profit land protection organization, for its ongoing advice and support of the Committee's land protection endeavors.

The Commonwealth-approved Town of Acton Open Space and Recreation Plan is available online at <http://doc.acton-ma.gov/dsweb/Get/Document-50377/2015%20Acton%20OpenSpace.pdf>. In addition to offering a wealth of information on the Town's natural and recreational resources, Commonwealth approval of the plan allows the Town to apply for state land purchase funds, an avenue of resources the Committee looks to actively pursue.

Members of the Committee:

Andrew Magee, Chair
Ye Emilie Ying, Planning Board Representative
Terry Maitland, Conservation Commission Representative
Matt Mostoller, Water District Representative
Dick Hatfield
William Hill
Dave Marshall

Support and Partners:

Katie Green – Selectman Liaison
Tom Tidman – Town of Acton Natural Resources Director
Susan Mitchell-Hardt – Acton Conservation Trust Liaison

PLANNING DIVISION

The Division provides technical, logistical and administrative support for the Planning Board, Board of Appeals, Board of Selectmen, Kelley's Corner Steering Committee, and Community Preservation Committee. Ongoing major projects include the Housing and Economic Development Implementation Program, the Regional Bike Share Program, working with Concord on the Bruce Freeman Rail Trail connector across

Route 2, and the Kelley's Corner Infrastructure Improvement Project. The Division is responsible for zoning enforcement and community development. The Planning Division on behalf of the Town also participates in the Regional Housing Services Program with seven surrounding towns. Division staff: Roland Bartl, AICP, Planning Director; Kristen Guichard, AICP, Senior Planner; and Robert Hummel, Assistant Town Planner.

Planning Board

Members serve 5-year terms. At the end of 2018, the Board's members were Ray Yacouby (Chairman), Derrick Chin (Vice Chair), Bharat Shah, Emilie Ying, Anping Liu, and Jon Cappetta. There are three vacancies on the Board. Subdivision and zoning permit activity: 8 Applications and Amendments, and 10 Approval Not Required Plans (ANR). Members serve as representatives and liaisons to the Acton 2020, Community Preservation, Economic Development, Open Space, and Water Resources Advisory Committees, on the Design Review Board, and as representatives to MAGIC and MAPC.

Board of Appeals

Members serve 3-year terms. At the end of 2018, the Board's members were Ken Kozik (Chairman), Adam Hoffman, Suzanne Buckmelter, and Emilie Ying. There are two vacancies. Zoning permit activity: 10 Applications

Board of Selectmen

Zoning permit activity: 6 Applications.

Rail Trails

The Bruce Freeman (BFRT) and Assabet River (ARRT) Rail Trails in Acton have been completed this year. The BFRT held its ribbon cutting in the month of May. The ARRT held its ribbon cutting in the month of August.

Bike Share Program

The Towns of Acton and Maynard have launched a bike share program together with Zagster. The bike share program is part of the Minuteman Regional Bike Share that also includes the towns of Concord and Lexington. There are three existing bike share stations in Acton and Maynard; Mill & Main, South Acton Train Station, and West Acton. The Bike Share program held its ribbon cutting in the month of October with a ceremonial ride from the Mill & Main in Maynard to the South Acton Train Station in Acton.

See the separate reports by the Kelley's Corner Steering, and Community Preservation Committees.

Roland Bartl, AICP
Planning Director

RECREATION DEPARTMENT

OVERVIEW

The Town of Acton Recreation Department is a division of Natural Resources, supervised along with Conservation and Cemetery by Natural Resources Director, Tom Tidman. Recreation oversees activities at the Nathaniel Allen Recreation Area (NARA), municipal athletic fields, T.J. O'Grady Memorial Skate Park, Gardner Field Playground, Goward Playground, Robbins Mill Recreation Area and Camp Acton. It operates NARA Summer Camp. It also issues rental permits for use of fields and facilities by individuals and organizations. The Recreation team strives to carry out its work according to its mission statement: "Building a sense of community through quality recreation."

The department has been administered since August 2006 by Cathy Fochtman, Recreation Director. Full-time staff includes: Maura Haberman, Event and Program Coordinator; Melissa Rier, Recreation Coordinator; and Mary Lou Repucci, Office Manager. Recreation also relies on the services of senior workers Barbara Willson and Myra Torri, and many volunteers. Seasonal employees include NARA Summer Camp and Beach staff, park rangers, parking lot attendants and a groundskeeper. NARA operations employ about 60 seasonal staff, a major employment resource for our community.

Recreation initiated NARA Park operations in spring 2000. An extensive 40-acre public park, NARA Park (25 Ledge Rock Way, North Acton) comprises seven acres of irrigated softball/soccer fields and the accessible Joseph A. Lalli Miracle Field. The Amphitheater accommodates over 3,000 with an outdoor performance stage and related amenities. NARA also has a fenced playground, volleyball courts, one-mile accessible paved walking trail, 500-foot beach, a nine-acre freshwater pond, and the Picnic Pavilion. The Bathhouse Pavilion has a snack bar, offices, restrooms and changing rooms. A section of the Bruce Freeman Rail Trail intersecting the walking trail opened in late spring. Under construction is the Sports Pavilion on the north side of the park, and a small restroom is planned to be built near the Picnic Pavilion, both funded by Community Preservation Act grants.

Recreation offers more than 140 programs from arts and crafts to sports and fitness, cooking, parent/child playgroups, and bus trips. Programs are available to residents and non-residents alike. Taught by independent contractors, Recreation staff and other Town employees, all programs, activities, and events are accessible and inclusive. NARA Summer Camp offers arts and crafts, theater, sports, swim lessons, nature and conservation education and field trips. Field and facility rentals are available by paid permit. The bi-annual Recreation program booklet is mailed to 12,000 Acton / Boxborough businesses and residences. Recreation is also active on social media through e-newsletters, Facebook, Instagram, the Town website, social media calendars, local newsprint, printed flyers and brochures. This year, a sophisticated online registration software platform, MyRec, was introduced to enthusiastic public response. Registration can be completed in person at the Recreation Department office at 50 Audubon Drive, by mail (472 Main Street), or online at www.actonrec.com.

2018 HIGHLIGHTS

Acton Recreation Center:

Our 50 Audubon facility allowed for winter activities including well-attended School Vacation programs. We now offer indoor programming: American Red Cross CPR and First Aid certification courses, Super Soccer Stars and Pilates. Our space has hosted organizations such as the Acton Garden Club; it is also a convenient municipal meeting site. This fall an Acton citizen donated funding for an indoor stage, and a series of indoor concerts are planned.

T.J. O'Grady Skate Park:

This year we focused on raising the remaining funds needed for a Skate Plaza to complete the park. We are working with designers to finalize the plans and complete the bid documents with the goal of going out to bid in winter 2019. Recognizing the importance of this resource to youth, we aim to finish this significant project by end of summer 2019.

Sports Pavilion:

The new Sports Pavilion is in progress at the north end of NARA Park. Designed for multiple purposes, it will provide accessible restrooms, office space, a concession stand and the home base of NARA Summer Camp. The Recreation Department is eager to complete this essential facility and is seeking additional funding support. The Miracle League of Massachusetts has continued its dedicated support of the Sports Pavilion, from fundraising to design and construction.

NARA Summer Camp:

Recreation administers NARA Summer Camp for children ages four through thirteen and a Counselor in Training program for ages 14 and 15. Camp ran ten weeks this year, June 25 through August 31, with 722 registrations. Director Melissa Browne returned, guiding the Camp with her experienced leadership. Each week of camp offered popular core activities, such as the opportunity to swim outdoors in a clean freshwater pond, along with themed activities and field trips.



NARA Beach:

As the sole public swimming beach in Acton, NARA Beach offers an oasis to cool off in a beautiful setting. This year it served 253 members. 4,316 daily passes were issued between the May 26 opening and August 31 closing. Throughout the season, the lower park and beach were consis-



Community Gardens:

Recreation manages the Community Garden program at three separate locations with a total of 118 plots: Morrison Farm, 116 Concord Road (50 plots); North Acton, 845 Main Street/Route 27 (44 plots); and Hebert Farm, 88 Prospect Street (24 plots). Community Gardens were in high demand this year with most plots rented prior to the season start in April. This fall the Community Gardens registration process was assumed by the Natural Resources Department, located at Woodlawn Cemetery's Kennedy Building.

Joseph A. Lalli Miracle League Field:

The Joseph A. Lalli Miracle League Field, opened in 2012, remains one of the few accessible ball fields in New England. Since founding the Miracle League of Massachusetts in 2008, Lauren Richardt has been the driving force behind its phenomenal growth. The Miracle League of Massachusetts is operated by a large base of community volunteers.

Jones Field and Playground:

This year the Jones Renovation Committee, led by Melissa Rier, raised over \$11,000 through activities at Winter Carnival, Fishing Derby, and two Fun-Run obstacle courses. An additional \$30,000 was generously gifted by Mark Gallagher of Seal Harbor, contractor for the Anthem Village development on Martin Street. Recreation is now seeking \$269,000 toward a fully-accessible playground and additional parking from the Community Preservation Act. Melissa Rier will present her proposal to the CPC on January 17, 2019. Phase I of the plan is for a new playground with parking; Phase II will have basketball, pickleball, and volleyball courts and a walking trail.



tently busy. Operations consisted of a lifeguarded beach, boat rentals, bathhouse, and snack bar oversight. The Bathhouse Pavilion was also used weekdays by NARA campers. Lifeguards offered American Red Cross Swim Lesson group instruction to the public and to Mighty Mini campers. Summer was hot and dry; however, Board of Health water quality test results May through August showed a sustained safe level -- there were no beach closures. On August 10 the lifeguards put their rigorous training into action to save a seven-year-old girl who had gone into cardiac arrest while swimming. Their successful rescue was honored by a national award from the American Red Cross on January 4, 2019.



Fireworks at NARA Park

EVENTS

Through the generosity of business sponsors, donors, and onsite contributions, 2018 was a successful year of well-attended concerts and special events at NARA:

- Winter Carnival, February 3, had the largest attendance in the history of this event.
- The elegant 5th Annual Chinese Music and Dance Night took place on June 15 in partnership with the Acton Chinese Language School and underwritten by a grant from the Acton-Boxborough Cultural Council.
- Our Independence Day Celebration on Wednesday, July 4 featured Family Fun Time, a free concert by Thirty 6 Red and a spectacular fireworks display by Atlas Pyrotechnics. Thank you, Donelan's Supermarket and Gould's Clothing, for your continued support!
- Ticketed events this summer included The Great Escape (Journey Tribute) on July 13, Wanted DOA (Bon Jovi Tribute) on July 27, The Hal McIntyre Orchestra Sinatra Tribute on August 10, and Foreigners Journey on August 24
- We finished with Food & Floyd Fest featuring Gilmour's Breakfast on September 8. Studio Two (Beatles Tribute) was postponed to February 9, 2019, to be held indoors.
- Five free concerts were held this summer: Chinese Music and Dance Night; a brilliant classical evening entitled "Flutings and Bowings", June 21; Ben Rudnick & Friends, August 9; Karen K. and the Jitterbugs, August 16; Indian Hill Big Band, July 19; and Loose Connection, August 23.
- Monsterbash on Friday, October 19 drew the biggest gang of ghosts and goblins yet!

COMMUNITY OUTREACH

Recreation partnered with many organizations to provide or support community events, services, and projects. Events included: The Acton Lions Club Town Fair at School Street Fields; NARA Park's PMC Kids, The Miracle League Family FunFest, Old Gold Rugby Tournament and Essence of India. The popular Essence of India event concluded its 7-year run this summer. An annual themed celebration of classical culture, it was honored with a Gold Award, the top state event award, from the Massachusetts Cultural Council in 2015. Daniel Butler of Acton Girl Scout Troop 72001 completed her Gold Award project – Pollinator Preserve, a pollinator garden at Hebert Farm Community Garden on Prospect St. Acton Nursing Service and FANS - Friends of Acton Nursing Services partnered to underwrite Garden Therapy workshops conducted by Cathy Fochtman at the Senior Center. High School seniors Kayla Vaccaro and Stephanie Gardner partnered with Danny's Place Youth Services to complete their Senior Project to install a greenhouse at the Recreation Center to hydroponically grow produce for Community Supper.

STAFF ACHIEVEMENTS

Acton Recreation is an active member of the Middlesex West Chamber of Commerce. Event and Program Coordinator Maura Haberman concluded her position as MWCOG President of the Board of Directors and was awarded 2017 Chamber Member of the Year. This year Maura also received her Certified Festival and Events Executive (CFEE) designation through the International Festival and Events Association (IFEA). Recreation Coordinator Melissa Rier, certified as a Red Cross Lifeguard Instructor (LGI) and Water Safety Instructor (WSI), insured the preparedness of the NARA lifeguard staff through routine training and conditioning. Her staff was honored with a National Award of Merit by the American Red Cross for their rescue and resuscitation of a drowning victim. Office Manager Mary Lou Repucci volunteered to take on new fiscal responsibilities and guided the operation of the department through a challenging but ultimately successful summer. Recreation Director Cathy Fochtman retired from her position on February 9, 2019. She served the Town for 12½ years and wishes her colleagues continued success as she moves on to other endeavors.

SPONSORS

We recognize the generosity of sponsors and donors who funded our concerts and special events. The Town would like to thank our many event supporters: Donelan's, Dunkin' Donuts, Gould's Clothing,



Thirty-6 Red performing at the Independence Day Celebration

Enterprise Bank, Revolution Community Yoga, Roche Brothers, Sorrento's Pizza, Cambridge Savings Bank, Sechrest and Bloom, TD Bank, DCU, Debra's Natural Gourmet, Emerson Hospital, Especially for Pets, Middlesex Savings Bank, Rescom Exteriors, Concord Teacakes, Pro-Tech Gas 2A/27, Sunoco 411 Mass. Ave., Acton-Boxborough Cultural Council, Life Care Center of Acton, Stop & Shop, Visiting Angels-Acton, Workers Credit Union, 1-on-1 Self Indulgence, Powder Mill Animal Hospital, and Acton Medical Associates.

IN RECOGNITION

Each year at its Independence Day Celebration the Recreation Department recognizes an outstanding volunteer. Gail Sawyer was awarded Acton Recreation Volunteer of the Year for her service as emergency management professional for our major events. Gail's commitment to Recreation is greatly appreciated. Our Student Volunteer of the Year award recognizes a student whose dedication to our mission stands out. Eric Sun of Acton was awarded this honor for his steady and reliable hard work throughout the calendar year. Gail and Eric were honored by Senator James Eldridge with a Senate Citation. Our gratitude goes out to our esteemed honorees.

THANK YOU!

We thank the many volunteers who assisted our mission: Acton-Boxborough youth and adult sports leagues, Acton Lions Club, Acton-Boxborough Rotary Club, Middlesex West Chamber of Commerce, Acton Garden Club and Acton-Boxborough Family Network; Media outlets Acton-Boxborough Beacon, Action Unlimited, ActonTV, Wicked Local, Town Planner and the Globe West; Acton-Boxborough students; Andy Magee, birder, Steven T. Repucci, photographer; Members of the Recreation Commission and our Town of Acton colleagues: Municipal Properties, Police, Fire, Health, Building, Highway, IT and Emergency Management Services. A special thank you goes to the Natural Resources crew for maintaining our parks, fields, and playgrounds year-round, and to Bruce Carley, NARA groundskeeper. The Recreation Department staff feels privileged to work alongside these individuals and organizations.

Recreation Commission: Mr. Edward Holcomb; Mr. Stephen Trimble (Chair); Mr. Joe Will; Ms. Barbara Willson.

53 RIVER STREET MASTER PLAN SPECIAL COMMITTEE

At the October 2016 Special Town Meeting voters appropriated \$908,000 from Free Cash to acquire the +/- 7.25-acre 53 River Street property. The Town Meeting presentation's proposed/potential uses included:

- Restored Open Space
- Park with a river walk, informational plaques about dam and mill operation, accessible areas
- Possible small-scale affordable housing

In July 2017 the Selectmen voted the following charge to the Committee:

There shall be a Special Committee to consider and propose a Master Plan for the property at 53 River Street. The Committee shall consider options for future uses of the property and shall make written recommendations to the Selectmen. The Committee shall file a report of its activities with the Board of Selectmen within one year of its creation.

Membership: The Committee shall consist of ten voting members, including the following:

- A member of the Board of Selectmen
- Individuals with working knowledge of affordable housing, architecture, engineering, historic preservation, horticulture, landscape architecture, land use planning, riparian ecosystems, wetland restoration or related disciplines.

Responsibilities:

- The Committee shall work with the Land Use Department, which shall provide staff support, to facilitate, collect and identify existing conditions on the site.
- Committee members will be responsible for assisting with public outreach both to share existing conditions with the public and gather feedback on what the public would like to see on the property.
- The Committee shall evaluate the feedback and the goals of the Acton 2020 Master Plan with the Land Use Department to create a number of scenarios that meet the community's stated goals and any required feasibility analysis.
- The Committee shall assist the Land Use Department with public outreach in order to host a public forum to gather feedback on the scenarios.
- The Committee shall recommend a preferred scenario to the Board of Selectmen based on feedback from the public and the goals of the Acton 2020 Master Plan.

- The Committee shall assist with public outreach to identify and acquire funding sources to implement the plan.

The Committee began meeting on February 28, 2018. Selectman Peter Berry was elected Chair and William Klauer was elected Vice-Chair.

In March, the Committee met with representatives of the Historic District Commission to better understand the HDC's criteria as the property lies within the South Acton Historic District. Town Engineer Corey York met with the Committee to discuss traffic issues and a possible change in River Street traffic flow to one way. The Town has surveyed River Street for future sidewalks.

The Committee engaged students from the Conway School of Landscape design to prepare conceptual design plans. A site walk with the Conway students was held on April 18. The Committee held a public forum with the Conway students present on May 9th. During their time working with us, the Conway students collected input from citizens about their desires for this property. The input was collected from meeting attendees and via an online survey of Acton citizens. While not presented as a rigorous study, the feedback strongly supported a park that valued the conservation and historical significance of the site. Affordable housing received very little backing.

On May 30, the Conway School students presented three conceptual "rough" designs:

First "Living Near a Flood Plain"

- Public park space;
- Senior housing with 17 parking spaces, located in northeast corner of the uplands;
- 5 additional public spaces;
- A kiosk that calls out the historical aspects of the site; and
- A multi-use recreational path that connects with the Assabet River Rail Trail (ARRT), 0.25 miles up the street.

The apartment building is situated close to the brook in this design and there is a concern about flooding. A flood resilient design would need to be considered. Public access to the 5 acres above the dam was not considered.

Second "Conservation Conscious." It would return the property and brook to as close to a natural state as possible.

- Six public parking spaces;
- Ecological educational panels on site;
- All paved and disturbed areas removed and naturalized; and
- A riparian buffer for wildlife.

This design includes the most trails of all 3 designs, including a seasonally used trail designed to be flood-resilient.

Third "Commemorative Park."

- Fifteen public parking spaces.
- One-way travel on River Street
- The old foundation of the existing cinderblock building as a pavilion and platform to get close to water.
- Boardwalks and trails; and
- Historical signage.

There would also be public restrooms. All park elements in this design would be flood resilient.

All three concept designs would include making the site accessible to persons of all abilities.

The Committee heard presentations regarding affordable housing needs and options; the history of the mill; cultural resources; and hydrologic and hydraulic studies needed to understand the impact of removing or breaching the dam. The Commonwealth's Office of Dam Safety commissioned a study which determined that the dam is unsafe and has ordered Acton to prepare an emergency action plan by the end of 2019. The Town retained GZA engineering to conduct a further review of the dam structure.

The Committee has applied for a Community Preservation Act grant to fund the hydrologic, hydraulic and other studies needed to assess the impact of removing or breaching the dam, as well as an archeological study of the site.

The Committee filed an application for funding the needed studies with the Commonwealth's Office of Ecological Restoration, but the request was not funded.

The Committee intends to file a report of its activities with the Board of Selectman in February.

Respectfully Submitted,
53 River Street Master Plan Special Committee
Peter J. Berry, Chair
William Klauer, Vice-Chair

William Alesbury
Don Boyle
John Cook
Peter Hocknell
Robert Whittlesey
Louis York

SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights & Measures annually checks the accuracy of all weighing and measuring devices used by all retail and wholesale businesses in the conduct of their trade. This includes scales, gasoline and oil pumps, scanners, yard goods and measuring devices.

Number of devices:
Scales
149
Gas/Oil Pumps
241
Scanner Inspections
47
Apothecary Weights
58
Reverse Vending
22
Oil Trucks
8
Propane Trucks
1
Bulk Storage
1

Respectfully,
Evan Carloni
Deputy Sealer of Weights & Measures

PUBLIC WORKS AND ENVIRONMENT

HIGHWAY DEPARTMENT

SNOW

Last winter our crews were called upon 37 times to fully treat the road surfaces. The department plowed the roads 7 times and scraped roads of slush and packed snow. The first snowfall of the winter arrived on December 10, 2017, and the last snow storm was on March 13, 2018. Total snowfall for our area was just over 69". Between storms, the Highway crew continued to remove snow from sidewalks, intersections, and cul-de-sacs. I am very proud and appreciative of the dedication and hard work the crew put in during this time. Information regarding the town's snow plowing and mailbox replacement policy is available on the town web site. The Highway Department purchases salt off of the Massachusetts State Contract which proves to be very cost effective.

ROADS

All roads, sidewalks and town parking lots were swept in the spring. Pavement markings on streets and in parking lots were also painted during the spring. As time allowed, lawn damage from plowing was repaired. Asphalt berms were installed in numerous areas around town to resolve severe erosion that was undermining the road edges.

Under our Pavement Preservation Program, all roads were evaluated. The following roads were milled,

leveled and fully resurfaced: Joseph Reed Lane, Deacon Hunt Dr, Mallard Rd, Spencer Rd, Durkee Rd, Prospect St, Olde Lantern Rd, Grist Mill Rd (Duggan Rd to Windemere Dr), Hosmer St (Route 2 to School St), and Russell Rd. The intersection of Old High St by High St was resurfaced only.

DRAINAGE

The Highway crew performed their annual task of flushing and replacing drainage pipes, as needed. All sluiceways were cleaned. A culvert was replaced on Arlington St, 120 feet of old drain line was replaced on School St, and 200 feet of drain pipe was replaced on Prospect St.

SIDEWALKS/SPECIAL PROJECTS

The Highway crew continued to work on new stonewalls and sidewalks on High Street. The sidewalk on the Concord end of Great Rd was completed.

The South Acton Commuter Lot was milled, leveled and repaved.

MACHINERY

The Highway Department is responsible for the maintenance of all town-owned vehicles and equipment (excluding the School & Fire Dept) whether it is performed in-house or sent out for specialized repairs. There are 161 vehicles/pieces of equipment that is maintained by the Highway Department including

many smaller pieces of equipment.

The Highway Department is also responsible for maintaining the fuel pumps for the town and school departments in addition to purchasing the fuel for all town vehicles (excluding the School Dept). Fuel is purchased off the Massachusetts State Contract.

RECYCLING AND TRANSFER STATION

The Highway Department operates the transfer station and recycling area. Refuse (known as Municipal Solid Waste or MSW) was accepted at our site and transferred to Wheelabrator North Andover, MA.

The Pay As You Through (PAYT) program began its fourth year in September. Since its implementation, we have seen a significant increase in recycling and a decline in MSW.

We have made significant progress in the recycling area. We accept CRTs, fluorescent light bulbs, clean styrofoam packing materials, small stones, rocks, concrete, batteries, hard drives for shredding, mattresses, heavy plastics, and food waste. Leaves, Christmas trees, clippings, and brush are also accepted at the Transfer Station. Handouts are available at the gatehouse that will answer your refuse and recycling questions. Information is also available on the town's web site.

The Swap Shop is open May to November. It is solely run and operated by volunteers and the hours are dependent on the availability of the volunteers.

Compost bins and kitchen scrap buckets are available for purchase at the Transfer Station and Highway Department during normal business hours.

The Transfer Station and landfill are inspected quarterly by an outside engineering firm and annually by the Department of Environmental Protection.

It is a combined effort to keep the Highway Department running smoothly. I wish to thank all of the other departments for their help and assistance during the year. A special thank you goes to the Highway crew for the many projects undertaken and completed throughout the year.

HIGHWAY DEPARTMENT STAFF:

Corey York, DPW Director
Karen Switzer-Neff, Highway Department Office Manager
Kevin Farrell, Assistant Highway Superintendent

Carl Maria, Crew Leader – Highway Department
Donald Hawe, Heavy Equipment Operator
William Wilkie, Equipment Repair Person
Michael Ricard, Heavy Equipment Operator
Joseph Borey, Crew Leader - Transfer Station
Collin Barry, Light Equipment Operator
Jon Bailey, Truck Driver/Skilled Laborer
Mike Horan, Truck Driver/Skilled Laborer
Jason Kidder, Truck Driver/Skilled Laborer
William Murphy, Heavy Equipment Operator
Mike Pacitto, Head Mechanic
Matt Lutinski, Equipment Repair Person
Jeff Newcomb, Heavy Equipment Operator -Transfer Station
Keith Martine, Landfill Checker
Renato Savi Truck Driver /Skilled Laborer

Respectfully submitted,

Richard Waite, Highway Superintendent

ENGINEERING DEPARTMENT

Staff

Director of Public Works - Corey S. York, P.L.S., E.I.T.
Town Engineer - Paul Campbell, P.E., P.L.S.
Assistant Town Engineer - vacant
Civil Engineer/Surveyor 1 - QinRui Pang, E.I.T.
Secretary - vacant

Services

The Engineering Department provides the town's various departments and committees with civil engineering and land surveying services. The department has permanently relocated to "the red house" at 468 Main Street with Municipal Properties. During 2018, the Engineering Department worked on the following:

Public Works Projects

- Continued design and construction supervision of sidewalks such as on High Street and Great Road.
- Assisted the Natural Resource Department with the survey and design of multiple projects including improvements at the Arboretum, additional parking at NARA and trail improvements at Robbins Mill and Assabet River.
- Designed an expanded parking configuration of the South Acton Commuter lot and assisted Highway with construction
- Worked with the Sidewalk Committee and residents on various sidewalk designs based on the committee's recommended priorities.
- Created and implemented a full revision to the

Rules & Regulations for Construction Within Public Right-Of-Ways

- Conducted traffic counts using the Department's counters/classifiers on various roads in Town.
- Continuing our efforts to inspect, maintain and repair the town-owned bridges.
- Provided our assistance during the major storm events

Special Studies

- Assist the Sidewalk Study Committee with various questions related to sidewalks under consideration.
- Continued working with the IT Department to leverage our GIS on Public Works projects. Developed a priority gas leak map which identified several high-volume gas leaks which were repaired prior to our 2018 roadway paving program
- Continued coordination with the Land Use Department in assessing the Town's stormwater management program with the EPA MS4 permit having become effective in 2018
- Selected and managed consultants for a Train Whistle Ban Study, traffic studies at Main St/ Prospect Street and Strawberry Hill Road and a traffic design of Acton Center
- Selected and managed a consultant for the creation of a pavement management system. Using the system, we developed a long-term roadway resurfacing plan and a Board of Selectmen policy for construction within public right-of-ways which will encourage the efficient repair of gas leaks. Began developing a sidewalk management system to be incorporated with the pavement management system.
- Developed significant changes to various stormwater bylaws and rules & regulations expected to be effective in 2019.
- Assisted the Land Use and Managers Department on the Kelly's Corner Improvement Project

Sewers

The West Acton Center Sewer Extension Project was contemplated in the Town's 2006 Comprehensive Water Resource Management Plan (CWRMP). In August 2016, the Design Basis Report was updated for West Acton Sewer Center (both east and west of the railroad tracks) for the Town's consideration and discussion. The key elements of that Design Basis Report are:

- The project concept would service almost 200 parcels, including the Douglas & Gates schools.
- The expected average daily sewer flow is 25,716 gallons per day. There is sufficient capacity in the existing treatment plant for this increase in sewer flow.

- The project concept cost, including contingency, is approximately 12.5 to \$14M.
- Various funding options will be considered to determine the most beneficial financial strategy for the community.

The Selectmen selected a West Acton Sewer Advisory Committee which meets monthly to focus the feasibility of the extension project. On-going information can be found online at <http://doc.acton-ma.gov/dsweb/View/Collection-9473>

New Development Work

The Engineering Department reviews plans and engineering calculations submitted for approval to various Town boards such as the following:

- site plans for the Board of Selectmen
- comprehensive permits for the Board of Appeals
- new special permits for the Planning Board
- new subdivisions for the Planning Board
- land disturbance permits for the Land Use Department

The Department inspected the on-going construction activities to ensure compliance with plans and specifications.

Ongoing Duties

- Prepare amendments to the Traffic Rules and Orders and Rules & Regulations for Construction Within Public Right-Of-Ways.
- Prepared various Town Meeting Articles
- Maintain and update the Town atlas and other maps
- Maintain and repair the town's 4 traffic signals
- Maintain and repair the parking meters at the South Acton Commuter Parking Lot
- Oversee the groundwater sampling and gas monitoring at the landfill
- Issue and inspect street curb cut permits and sewer connection permits
- Determine sewer betterments and privilege fees for development within the Acton Sewer District for approval by the Acton Sewer Commissioners
- Maintain record drawings of the Acton Sewer District
- Provide "DIGSAFE" utility marking within the Acton Sewer District
- Review building and sewage disposal permits

Resident Services

In conjunction with the Planning Department, the Engineering Department attempts to answer questions concerning flood plains, zoning, traffic signs, impacts of new development, property lines and a myriad of

other topics. This Department researches deeds and plans available at the Middlesex County Registry of Deeds and makes copies available electronically. This service is generally provided on a walk-in basis, however making an appointment will assure the correct person will be available to answer your questions.

GREEN ADVISORY BOARD

Since 2009, the Green Advisory Board has served in an advisory capacity to the Municipal Properties and School District staff, which endeavors to investigate and prioritize energy efficiency improvements and renewable energy sources for Acton's municipal and schools properties.

Financial aid has been received for efficiency projects through the Massachusetts Department of Energy Resources' Green Communities Grant (GCG) Program; the GCG accepts proposals from the Town, which also submits grants on behalf of the Regional School District. Additional financial support has come from incentives from the public utilities Eversource and NGRID. In FY2018, the Town was awarded \$249,984 in GCG funding. An additional \$88,697 in incentives from the utility companies complemented the GCG funding to support this year's energy efficiency projects. This year's grant award makes a cumulative total of \$1,261,259 received since Acton was designated as a Green Community in 2010. This funding has enabled us to continue significant progress in both the Town of Acton and the Acton-Boxborough Regional School District.

TOWN MUNICIPAL

Street Lighting

Street lighting consumption has decreased by 68% overall since the 2009 benchmark since all street lights were converted to LED in 2016.

Solar

The Landfill Solar Array produced 1,880,184 kWh in FY2018. Excess electricity produced during summer months is "banked" with Eversource and is credited to the Town during less productive days of the winter months. The DPW Building solar rooftop produced 79,813 kWh in FY2018.

REGIONAL SCHOOL DISTRICT

Lighting and Mechanical

The District was awarded \$173,000 in grant funding along with \$67,000 in utility incentives through participation in the Green Communities program.

These funds will support several energy efficiency projects in school buildings, including:

- LED lighting upgrades to 20 classrooms and nearby spaces at Acton-Boxborough Regional High School
- LED lighting upgrades to 20 classrooms and nearby spaces at Merriam Elementary School and McCarthy-Towne School.
- LED lighting upgrades to portions of the Administration Building.

Engagement and Excellence

District electricity use is down 37% from the FY2009 benchmark in FY2018, the ninth year in a row of reductions with a strong focus on energy efficiency and student and staff engagement in energy conservation. District natural gas use is down 24% from the FY2009 benchmark (weather-normalized). These significant reductions in energy use yield both substantial cost savings and a smaller carbon footprint for the District.

Solar and Renewables

The District is committed to reducing its carbon footprint and requires that 80% of all purchased electricity be from renewable sources as part of the supplier contract. The District has also contracted to receive net metering credit payments as the host and off-taker for a 400 kW solar parking lot array in Woburn, MA.

The three photovoltaic (PV) solar arrays on school roofs (a total of 280 kW at ABRHS, RJ Grey JHS, and Douglas Elementary School) generated 295,000 kWh of electricity in FY2018, which is ~6% of the District's electricity use.

As a result of conservation, efficiency and renewable sourcing, the District has eliminated most of its use of fossil fuel-based electricity, an 85% reduction from the FY2009 benchmark, while also substantially cutting energy costs.

Vehicle Fuel Use

District school buses are fueled with ultra-low sulfur diesel (reducing particulate and nitrogen oxide emissions), and the bus fleet is equipped with clean Selective Catalytic Reduction technology (further reducing emissions). The District has a "no idling" policy for vehicles on school grounds, and buses are equipped with a shut-off mechanism that enforces no idling beyond five minutes.

FUTURE RESEARCH AND GOALS

In the calendar year of 2019, the Board will continue its assistance to the Town and School District as they plan for and implement Green Communities Grant projects.

ACTION CARBON NEUTRALITY INITIATIVE

In June of this year, the Board solicited a request for quotes to develop a greenhouse gas inventory for the entire town of Acton. The inventory will estimate greenhouse generation from municipal, school, residence, and business sources. Within these sources, the inventory will include greenhouse gas generation from electricity, transportation, heating, solid waste, wastewater, natural gas pipeline infrastructure, and conservation land sectors. The project was awarded to CADMUS which will provide a final report at the end of 2018. The Board will consider the findings and recommendations and determine next steps for the initiative.

Green Advisory Board Members:

Eric Hudson, Chair
Dennis Loria, Vice Chair
Mary Smith
Cameren Cousins
Stephen Lowe
Mona Chandra, Associate
Peter Berry, Selectman Liaison
Andrea Ristine, Superintendent, Acton Municipal Properties
Kim Gorman, Office Manager, Acton Municipal Properties
Kate Crosby, Energy Manager, Acton-Boxborough Regional School District

MUNICIPAL PROPERTIES

The Municipal Properties Department implements the following duties:

1. Design, construction, renovation, maintenance, utilities, and management of all Town-owned buildings, excluding those controlled by the Regional School District.
2. Maintenance of the Town Common, roadsides, public street lights, and municipal landscape areas.
3. Management of street trees as provided in MGL Chapter 87, and management of public nuisances related to shade trees, as provided in MGL Chapter 132.

4. Assists other Town departments as needed in the areas of purchasing, moving of furniture and equipment, municipal land management and construction.

5. Provides staff support to the Green Advisory Board.

6. Maintains data and reports to maintain the Town's Green Community status.

DEPARTMENT HIGHLIGHTS

Energy efficiency measures taken over the past few years have provided an overall 9.5% decrease in electricity and a 6.4% decrease in natural gas. Although a full year of consumption data has not been collected at this time, the Town has seen a 5.3% reduction in natural gas in the Center Fire Station since the boiler was replaced in late 2017.

The Town was able to negotiate a new contract with Wellesley Municipal Light Plant since the town-wide LED street light conversion was completed in 2016 thus reducing the annual maintenance expenses by 55%, creating a 30% total decrease in overall street light budget expenses.

In Fiscal Year 2018 the landfill solar photovoltaic electric facility produced 1,880,184 kWh which continues to benefit the Town with a fixed rate for electricity supplied to Town-owned municipal buildings, street lights, including the sewer treatment plant and pump stations. The DPW Building solar rooftop panels produced 79,813 kWh.

FACILITIES PROJECTS

Significant projects, repairs, and upgrades in the Town's public buildings during Fiscal Year 2018:

- Painted the exterior of the Public Safety Facility.
- Replaced the boiler burner at the Memorial Library.
- Completed asbestos abatement at 66 Harris Street in anticipation of razing the building to facilitate the future North Acton Fire Station.
- The Memorial Library HVAC/Roof Replacement project commenced in the late summer, punch list items are being finalized at the time of this report.
- Installed unit heaters in the DPW garage bay.
- By means of the 2018 Green Communities Grant award overseen by the Municipal Properties Department, interior lighting was converted from fluorescent to LEDs in all three fire stations, the DPW Building and additional offices, hallways and conference rooms at the Town Hall.

VEGETATION MANAGEMENT

Storm damage response continued to be a major activity from several arduous winter storms during March 2018 which caused significant tree damage throughout town.

In 2018 Eversource Energy continues to be an attentive partner in removing large hazard trees that threaten power lines both public and private.

This Department has continued a roadside vegetation control program to open up intersections, road shoulders, and sidewalks. Approximately 50 miles of road shoulder are mowed several times each summer with the boom mower or brush hog. In addition to the roadside mowing, the Department perseveres to control nuisance and invasive vegetation using a variety of techniques.

Notable invasive pest alerts this year include the Emerald Ash Borer (EAB), Gypsy Moth and the Spotted Lanternfly.

- EAB is a flying beetle native to Asia that has continued to spread to a total of 42 communities in Massachusetts since its first point of discovery in the United States in the 1990s. As of October 2018, the Massachusetts Department of Conservation and Recreation has confirmed the presence of EAB in towns as close as Pepperell, Lexington, Chelmsford, Harvard, and Devens. Although it has still not been observed in Acton, we could expect to begin seeing it in our area in the next couple of years. Connecticut, Massachusetts, and parts of New Hampshire are under Federal Quarantine; this insect has been even more destructive than the Asian Longhorned Beetle.
- Gypsy Moth had little caterpillar mortality this past year creating a high moth reproduction. The Department of Conservation and Recreation expects to see an increase of defoliation in more than several counties including Middlesex in 2019.

- Another invasive insect not yet detected in Massachusetts but has been identified in Connecticut, New York, New Jersey, Maryland, and Pennsylvania is the Spotted Lanternfly also known as a lanternmoth (*Lycorma delicatula*). This pest is native to China, India, and Vietnam which is a pest of many species of plants ranging from apple, peach, plum, grape, and pines including ornamental landscape trees and shrubs.
- In closing, special thanks go to the various civic organizations, volunteers, and Town departments who have assisted the Municipal Properties in the past year with particular appreciation to the Acton Garden Club's continued contribution to beautifying more than several public areas owned by the Town of Acton throughout the seasons.

Great appreciation is given for the hard work and dedication shown by the Municipal Properties staff:

Kody Bailey, Building Maintenance
John Fleming, Building Maintenance
Kim Gorman, Office Manager
Clark Hayward, Senior Worker
Paul Hunt, Groundskeeper
Ryan Hunt, Arborist, Crew Leader
Brian Kissane, Groundskeeper
Dayle MacGillivray, Building Maintenance Crew Leader
David Marderosian, Building Maintenance
Malcolm MacGregor, Grounds Crew Leader
David Theriault, Building Maintenance
Christopher West, Craftsman

Andrea Ristine, Superintendent

COMMUNITY SAFETY

ANIMAL CONTROL OFFICER

During the past year we received 110 calls regarding animal problems or complaints throughout the Town of Acton. The calls primarily consisted of lost and found dogs. All dogs that were picked up were returned to their licensed owners. Additionally, 8 feral kittens were found and placed in area shelters. 16 Citations were issued for Town Bylaw E-23 or E24 violations.

Respectfully submitted, Patrick Palmer

ANIMAL INSPECTOR REPORT

62 Animals were quarantined for rabies during the past year. The quarantined animals consisted of 37 dog bites and 3 cat bites. 21 additional domestic animals were quarantined for wounds they sustained from encounters with wildlife other than a domestic animal. All animals under quarantine were released after the necessary duration of quarantine and all were determined to be free from the rabies virus. 1 weasel was sent for rabies testing after biting a person, tests were inconclusive for rabies and rabies vaccine was administered to the person bitten.

As in past years, 7 horse barns were inspected and all were found to be free of contagious disease. A total of 120 horses and ponies, 5 goats and 2 sheep were counted during the inspection process.

Respectfully, Patrick Palmer

EMERGENCY MANAGEMENT AGENCY

The Acton Emergency Management Agency (AEMA) consists of the following: Communications/RACES (Ham Radio Operators), Auxiliary Fire, Rehab/Support Services Team, Shelter Management and Explorer Post/Venture Crew 7 (BSA). All members are expected to take First Aid/CPR annually and First Responder Courses so that their training is up-to-date. Our members provide First Aid services and Logistical Support at many of our Town's celebrations including *Patriots Day, Memorial Day, the Fourth of July, NARA events and other events*.

Throughout the year members have taken courses through the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA).

Our members have provided many volunteer hours to the Town of Acton beyond our regular meetings and training. The Agency is ready to respond to help make a difference in time of need and is available 24 hours a day. We can be contacted by calling 978-929-7730, leave a brief message along with your name and phone number. A member will get return your call as soon as possible.

The Acton Emergency Management Agency is always happy to accept applications for more volunteers.

Officers of Acton Emergency Management

Hald, Mark – Director

Sawyer, Gail – Deputy Director, KB1-ICF-RACES Operator, Explorer/Venture Advisor

ACTON EXPLORER POST/VENTURE CREW 7-SEACH AND RESCUE

The Explorer Post/Venture Crew is a division of the Boy Scouts of America, Sponsored by the Acton Lions Club in conjunction with the Acton Emergency Management Agency. Meetings are held on the 2nd, 3rd and 4th Wednesday evening of every month at 7:30 pm at the Acton Emergency Management Building at 3 School St. in South Acton. New members, aged 14 to 20, male or female are always welcome to join. If interested, please call 978-929-7730 to leave a brief message and we will get back to you as soon as possible.

During the year, we have participated in many town activities including the Town Fair, Fourth of July, Ski and Skate sale, Concerts at NARA Park- just to name a few! We have given more than 2000 hours to the Town of Acton and the Boy Scout community by providing First Aid and emergency services.

Members:

Gail Sawyer- Advisor

Wayne Niemi- Associate Advisor

Chris Ouellette – Committee Member

Bob Ingram Committee Member

Connie Sue Ingram-Committee Chair

Samii Trecartin- Member

Scott Landry- Member

Scott Konkle- Member

ACTON FIRE DEPARTMENT

Advanced Life Support:

The Acton Fire Department has always been committed to bringing the citizens of Acton the best service possible.

During 2018, the Department has continued to hire Firefighter/Paramedics as personnel leave the department due to retirement or resignation.

We celebrated the 1 year anniversary of the Acton Fire Departments ALS (Advanced Life Support) program! September 5th, 2017 we officially launched the service upgrade to advanced life support. This service is staffed 24/7, 365 days a year with Firefighter/Paramedics bringing to a patients "bedside" the highest level of medical treatment that can be performed outside of the hospital environment. Reports from Emerson Hospital are that we are providing a fantastic service; our medical control doctor is very pleased and has continued excitement as we head into our second year of ALS. The ongoing medical training for all members, a successful state ambulance inspection, procurement of the best medical equipment available to treat our patients, continued collaboration with Emerson Hospital and Pro EMS all point to a great service. The feedback we get from the patients we treat is amazingly positive. A big thank you to all Acton Fire Officers, Firefighter/Paramedics and Firefighter/EMTs who work together, hand in hand, to serve the community with pride and compassion.

I would also like to thank the Department's ALS advisory committee, Town Manager, Board of Selectmen, and the residents of Acton that have helped us continue to provide this service.

Personnel changes to the Department:

New personnel:

Firefighter/Paramedic Leo Rogers 3/5/2018
Firefighter/Paramedic Jason Nichols 4/9/2018
Firefighter/Paramedic Matt Seely 5/29/2018
Firefighter/Paramedic Luke Magnant 9/10/2018
Firefighter/Paramedic Alek Pouliopoulos 11/5/2018

Promotions:

Captain/EMT Chris Sammet
Lieutenant/Paramedic James Byrne

Retired Personnel:

Scott Morse (30 years of service):
8/8/1988 - 8/8/2018

Kenny Ineson (26 years of service):
10/19/1992 - 12/9/2018

Resigned Personnel:

Nick Pentedemos (14 years of service):
1/28/2004 - 2/19/2018
Ken McDonald (20 months of service):
6/6/2016 - 2/19/2018
Steven Schnepf (2 years of service):
9/18/2016 - 10/20/2018

New Equipment:

2018 Seagrave Pumper
2018 UTV support vehicle with an enclosed trailer
2018 Chevrolet Command Vehicle

The Acton Fire Department relies on the membership to assist in many aspects of keeping this department operating. Along with performing their shift work, many aid in the following divisions. It is their hard work in these various areas that keep the Acton Fire Department operating to the best of its ability providing the best service to the citizens of Acton.

Training Division:

Firefighter/EMT Steve DiMeco
Firefighter/EMT Gage Cummings
Firefighter/EMT Mike Doherty
Firefighter/EMT Jim Kissane

Public Relations:

Firefighter/EMT Shaun Shattuck
Firefighter/EMT Jim Ruggier

Radio/Communications:

Firefighter/EMT Brian Whalen

Advance Life Support Oversight Committee:

Captain/EMT Chris Sammet
Captain/Paramedic Anita Arnum
Firefighter/Paramedic Pat Byrne
Firefighter/Paramedic Dave Sukerman
Firefighter/Paramedic Wade Messamore

Apparatus Purchase Committee:

Captain/EMT Scott Morse (Retired 08-08-2018)
Captain/EMT Robert Smith
Lieutenant/EMT Eric Mathieu
Firefighter/EMT Shaun Shattuck

Apparatus Maintenance:

Captain/EMT Robert Smith
Captain/EMT Scott Morse (Retired 08-08-2018)

Fire Alarm Division:

Firefighter/EMT Ken Ineson
(Retired 12-09-2018)
Lieutenant/EMT Kris Ellicks
Lieutenant/Paramedic Jim Byrne

SAFE / Senior SAFE Program:

Firefighter/EMT Brent Carter
Firefighter/EMT Tom Matthews
Firefighter/EMT Jim Ruggiero
Captain/Paramedic Anita Arnum
Firefighter/EMT Richard (Sully) Sullivan

Captain Anita Arnum Deployment to Hawaii and the Carolinas

In the wake of two powerful hurricanes, Captain Anita Arnum participated in 2 deployments as part of Massachusetts Task Force-1. The first deployment was to the State of Hawaii to serve as a Hazmat Specialist when Hurricane Olivia impacted the islands. Captain Arnum was immediately redeployed to North Carolina to serve as a Field Supervisor when Hurricane Florence hit the Mid-Atlantic States. These are a few of many deployments Captain Arnum has participated in over the years.

Acton Fire Personnel:

Chief Robert Hart
Deputy Chief Robert Vanderhoof
ALS Coordinator - Firefighter/Paramedic Patrick McIntyre (Out on Injury)
Acting ALS Coordinator Firefighter/Paramedic Wade Messamore
Administrative Assistant - A J Pelkey

Captain/EMT Jack White
Captain/EMT Chris Sammet
Lieutenant/EMT Eric Mathieu
Lieutenant/Paramedic Jim Byrne
Firefighter/EMT Tom Matthews
Firefighter/EMT Brian Whalen
Opening to be filled Feb. 2019
Firefighter/EMT Shaun Shattuck
Firefighter/EMT Josh DeFelice
Firefighter/EMT Brent Carter
Firefighter/EMT Mike Doherty
Firefighter/EMT Gage Cummings
Firefighter/EMT Dennis Munroe
Firefighter/EMT Jared Crowley
Firefighter/EMT Steve DiMeco
Firefighter/EMT Richard Sullivan
Firefighter/Paramedic Jason Nichols
Firefighter/Paramedic David Gershen

Firefighter/Paramedic Luke Magnant
Firefighter/Paramedic Alek Pouliopoulos

Captain/Paramedic Anita Arnum
Captain/EMT Robert Smith
Lieutenant/EMT Kris Ellicks
Lieutenant/EMT Jake Zbikowski
Firefighter/EMT Chuck Dunnigan
Firefighter/Paramedic Brett Lisak
Firefighter/Paramedic Pat Byrne
Firefighter/Paramedic Matt Seely
Firefighter/EMT Bob Smart
Firefighter/EMT Clem Tyler
Firefighter/EMT James Kissane
Firefighter/EMT Ed Daigneault
Firefighter/EMT Pat Judge
Firefighter/EMT Jim Ruggiero
Firefighter/EMT Sean Sheridan
Firefighter/Paramedic Dave Sukerman
Firefighter/Paramedic Peter Imhof
Opening to be filled Feb. 2019
Firefighter/Paramedic
Vacant due to ALS coordinator injury

Fire Prevention:

The Fire Prevention Division continues to conduct commercial and residential inspections. Captain Robert Smith oversees flammable, combustible liquids and gases. This includes the annual inspections of the gas stations in town, biennial inspections of tank trucks garaged in Acton, propane storage permits, and all aspects of oil burner repairs and tank installations. Deputy Chief Robert Vanderhoof oversees the entire Fire Prevention division and personally handles commercial and residential plan reviews, rough and final inspections for sprinkler work, alarm work, remodeling, new construction, and commercial cooking hood systems. Further, he issues blasting and welding/hot-work permits. Shift Commanders are responsible for conducting safety inspections for the issuance of a liquor license, and the residential smoke/carbon monoxide detector inspections for issuing the Certificate of Compliance necessary for the sale of a home in Acton.

Schools:

Overseen by Captain Jack White, the Acton Fire Department along with the Building Department conducted safety inspections of all Acton Public Schools, Junior High, and Senior High Schools prior to their opening in August. We are happy to report that all schools complied with the required safety codes. Any

minor issues/repairs were addressed promptly and re-inspected by the Department.

The required fire/evacuation drills were also conducted in all schools. Thanks to the students and staff in each school, each evacuation drill was performed swiftly, efficiently and without any issues.

Safety Inspections at all preschools and child daycare facilities were also conducted. Each facility complied with safety codes and follow-up inspections were performed to address any minor issues.

Apparatus Purchasing Committee:

The Acton Fire Department Apparatus Purchasing Committee consists of Captain/EMT Scott Morse (Retired), Captain/EMT Robert Smith, Lieutenant/EMT Eric Mathieu, and Firefighter/EMT Shaun Shattuck. The committee evaluates the needs of the department and how to best meet those needs with new fire apparatus. The committee selects a manufacturer and makes a recommendation to the Fire Chief for approval taking into account, best fit, apparatus longevity and reliability, types of construction, dealer services, and safety records.

After a manufacturer is selected, the committee meets with a sales representative and begins the purchase process. A preconstruction meeting at the manufacturing facility is facilitated, the specifications and blueprints are then reviewed by the committee and engineers. When the "OK" is given, the construction process begins and takes approximately 8 months to complete.

After completion, the committee returns to the manufacturing facility for 2 days and performs a detailed inspection of the new apparatus. All aspects of the specifications are reviewed, all systems of apparatus are tested including water pump, electrical components, paint, and a test drive is completed. At this time, any discrepancies are corrected by the manufacturer. The apparatus is then delivered to the local dealership where the committee does another inspection and oversees tool and equipment mounting.

The apparatus purchasing committee is intensely involved over a two year period for each piece of apparatus purchased. Each member volunteers over one hundred hours of their time to ensure the Town of Acton along with its Firefighters have the best, safest, and most reliable equipment available today.

Respectfully submitted,

Lieutenant/EMT Eric Mathieu

Apparatus and Equipment:

The Vehicle Maintenance Division had a productive year. The Town purchased a new Engine which will be in service early 2019 running out of station 3, E23. We placed our second Seagrave Engine that was placed in service in July of 2018. This Engine is located at Station 1 (Engine 21), and came equipped with a battery operated Amkus extrication equipment (Jaws of Life). Other items were purchased to update our equipment, i.e. battery ventilation fan, thermal imaging camera, gas meters, ventilation saw, new hose etc. This equipment was much needed and we thank all who support us.

The Small Engine Maintenance Division has worked hard to keep all equipment maintained and serviced. All equipment is performing well. We took delivery of a new utility task vehicle (UTV). This vehicle will be in service early 2019. This vehicle will be used to assist with operations in remote and difficult to access areas, i.e. - rail trail, conservation, and recreational areas.

The retired antique Engines 3 and 4, are now parked inside at Station 2 ½ at the corner of School Street and Main Street. The Town purchased these Engines from Seagrave in 1936. For many years the Haartz Corporation stored these Engines. Thank you to the Haartz Corporation for the storage. We maintain and service these vehicles so they are available for parades and special events.

Respectfully submitted,

Captain/EMT Robert Smith

Educational Classes Attended by our Firefighter/ EMT's Include:

CPR Instruction, Advanced Cardiac Life Support (ACLS), Fire Instructor courses, Fire Officer I, II and III classes, Fire Investigation Seminars, Mass Fire Academy Recruit Training, Commanding the Mayday class, Life Flight training, Chain Saw training, Fire Investigations training, Weekly EMS Webinars, Emergency Vehicle Operators Class (EVOC) and others.

Fire Alarm:

The Acton Fire Alarm system has been maintained by Firefighter/EMT Ken Ineson, Superintendent, and assisted by Lieutenant/EMT Kris Ellicks.

The Fire Alarm system has grown to 542 boxes (242 master boxes, 256 street boxes, 26 medical boxes, and 18 radio boxes). The Fire Alarm Division maintains the wiring that runs on the utility poles, and the decoding equipment in the three stations and Public Safety Building. The Fire Alarm Division does pole transfers (transfer of wires from old poles to new poles). Throughout the year, we refurbish the boxes on the system (replacing wiring, painting, internals, and oiling and greasing the moving parts).

The Fire Alarm Division installs and removes the overhead banners that announce various community and civic activities. We install the American flags in West Acton and Acton Center for National holidays throughout the year. Together, with other departments, we work on projects throughout the Town including hanging the chain falls at Nara Park, working on traffic lights, and changing the light bulbs on the pole lights in the Town lots.

Respectfully submitted,

Firefighter/EMT Ken Ineson (Retired 12-09-2018)
Fire Alarm Division Superintendent
Lieutenant/Paramedic Jim Byrne

Public Education:

The Public Education team continues to focus its efforts on educating school-age children about the dangers of fire. This year, we visited over forty classrooms and daycare centers. We also were able to work with local Boy Scouts and Girl Scouts to educate them on fire safety and first aid. We also conducted cooking safety classes for all of the cafeteria staff in the school kitchens. The team continues to be very involved with the Senior Center, offering a smoke detector installation program, senior CPR classes, cooking safety, and a senior luncheon. The Senior SAFE team has recently worked at installing house numbers, medical lock boxes, and stovetop fire extinguishing devices for seniors. We also continue to hold our annual Open House during fire prevention week. This allows the public to come to visit us and ask any questions they have about fire safety. The SAFE program continues to be successful in applying for and receiving state and federal grants, which allows us to provide public education to Acton residents.

Respectfully submitted,

Firefighter/EMT Brent Carter
Team Leader

CPR:

The Acton Fire Department continues to provide CPR (Cardiopulmonary Resuscitation), AED (Automatic External Defibrillator), and First Aid Training to the Townspeople, as well as all Town employees. We continue to put the word out that we offer these classes to the public. If you would like to attend a CPR, AED class, please feel free to call us.

Respectfully submitted,

Firefighter/EMT Tom Matthews

Fire Investigations Team:

The Acton Fire Department Fire Investigation Team comprised of Firefighter Jared Crowley and Captain Anita Arnum, (Detective Chris Brown of the Acton Police is also on this team) conducted multiple fire investigations during 2018 within the Town of Acton. These incidents included appliance, vehicle, structure, and outdoor fires. The team further assisted with mutual aid fire investigations and has continued their education and training by attending meetings and seminars sponsored by the International Association of Arson Investigators (IAAI) and Metro Fire/Arson Association, as well as various online accredited organizations. The Fire Investigation Team is responsible for determining and documenting the Origin and Cause of a fire. Data gathered from investigations is used to improve public awareness, modify regulatory requirements for buildings and products, provide input into firefighting tactics/operations and to prevent or mitigate similar occurrences.

Firefighter Crowley is the Team Leader for Region C of the Massachusetts District 14 Regional Fire Investigation Team. This team consists of 33 Investigators representing Communities of Fire District 14 and works in cooperation with the Massachusetts State Police Fire and Explosion Investigation Unit.

Respectfully Submitted,

Firefighter/EMT Jared Crowley
Lead Investigator

Hazardous Materials:

On any given day there are a number of hazardous materials that are utilized or transported through the Town of Acton ranging from gasoline and fluids in vehicles to household paints and cleaners and a variety of chemicals utilized in various industrial operations. Acton Firefighters are trained as *Operations Level Responders* (ORL) and are capable of assessing and initiating defensive operations in the event of a hazardous materials incident. The Acton Fire Department maintains a Hazmat Trailer with supplies and equipment to include absorbent pads and booms, drain covers, overpack drums and personal protective equipment to respond to a variety of hazardous materials incidents. In addition, all first line apparatus is in the process of being equipped with Hazmat Response Spill Kits to enable initial operations to begin as soon as possible should a hazmat incident occur. The *Massachusetts Department of Fire Services Office of Hazardous Materials* has additional resources available should they be required in the form of *Hazardous Materials Response Teams*.

The state is divided into six Hazmat Response Districts. Acton lies at the northern end of *District 3* which is comprised of a total of 48 communities. Resources within District 3 include an *Operational Response Unit* (ORU) that carries the main cache of equipment; a *Technical Operations Module* (TOM) that serves as a science and research vehicle with meters and limited equipment; and a *Technical Support Unit* (TSU) that carries specialty equipment available to all districts. The teams are comprised of *Hazardous Materials Technicians* (HMT) who are active career firefighters from local fire departments within the district. All Hazardous Materials Technicians assigned to district teams receive initial training through the Massachusetts Fire-fighting Academy. The 6-week, 305-hour Hazardous Materials Technician course far exceeds national standards. The curriculum includes didactic and hands-on training involving meters, specialized equipment, personal protective equipment, vehicles, and scenarios. There are currently 270 active Hazardous Materials Technicians throughout the state, 45 on each District Team. Training is held monthly and all team members must meet an annual minimum training requirement of 88 hours. Acton currently has one member assigned to the *District 3 Hazardous Materials Team*.

Hazmat teams are activated at the request of the local fire department and respond with a tiered-level approach. There are five tiers ranging from a tier 1 (lowest level response) comprised of one TOMs Unit

and 5 responders to a tier 5 (highest level response) which is a multi-team, multi-vehicle response. Hazmat Teams have a large variety of technology, resources, and expertise available to mitigate a wide variety of incidents and work collaboratively with a number of additional state agencies. Each incident is unique, but they can be classified into the following general categories:

- Chemical
- Clandestine Labs
- Mercury Spills
- White Powders
- Radiological
- Biological

Hazardous Materials Response Teams participate in a variety of additional functions to include:

- Operational Support – to other district teams and to other agencies as needed
- Fireground Air Monitoring at large fire scenes
- Special Event Monitoring such as the Boston Marathon and other large public events.
- In addition, there are three specialized hazardous materials response teams within the State Hazmat Response system including:
- Joint Hazard Incident Response Teams (JHIRT) collaborating with the state police bomb squads
- Maritime Incident Response Teams (MIRT)
- Technical Support Units (TSU) which conducts fireground air monitoring
- In 2018 District 3 responded to 43 incidents in 31 communities.

Massachusetts is the only state with a centrally managed and operated Hazardous Materials Response Team and often serves as a national model that other states and regions strive to achieve.

Respectfully submitted,
Captain/Paramedic Anita Arnum
District 3 Hazardous Materials Team member

Radio/Communications:

This year, the Radio Division continued to maintain and upgrade our radio fleet. Maintenance included solving some minor issues, as well as maintaining regional and national frequencies in our radios to increase the number of agencies with whom we can communicate. These frequencies will serve as a backup to our main fire frequency in the event that our main frequency goes out of service for any reason. They will also be used to communicate with other Local, State and Federal Agencies in the event of a large scale incident.

We have also worked closely with the Fire and Police dispatch center to streamline some of our dispatching procedures, as well as standardizing our guidelines to provide the highest level of service to the Townspeople. These efforts have proven to be an effective way of bringing the Departments together to make the communications process as seamless as possible.

We would like to thank the Citizens of Acton for their support in providing us with the tools necessary to keep our members, as well as the townspeople as safe as possible in both emergency and non-emergent situations.

Respectfully submitted,
Firefighter/EMT Brian Whalen

Fire Department Incidents:

In 2018, the Acton Fire Department responded to 5591 incidents. This is up from 5423 total responses for 2017.

Summary of responses:

1840	Emergency Medical responses
3751	Emergency Fire/Rescue responses and Non emergent incidents
5591	Total fire department responses

In Conclusion:

We celebrated the 125th anniversary of the Fire Department this year with a wonderful parade full of new and antique fire apparatus, current and retired Firefighters, and as many towns' people that came out in the rain to show support for their Fire Department. Many thanks to all involved in the planning of this parade as a lot of work were put forth. The residents, and those who work in, pass through, or visit Acton can rest assured that all the Firefighters/EMT's who serve this community are well skilled, compassionate, and caring individuals who come together as a team to deliver the best fire and EMS services to the Town of Acton. The Department is proud to have launched ALS (advanced life support) last year and is equally proud of all the programs and services we offer the community. Thank you to Town Manager John Mangiaratti, the Board of Selectmen, Town Department Heads, and Citizens along with all the Fire Department personnel for their continued help and support.

Respectfully,
Fire Chief Robert Hart

ACTON AUXILIARY FIRE DEPARTMENT

The Acton Auxiliary Fire Department is a division of the Acton Emergency Management Agency. It is comprised of a small group of dedicated volunteers donating their time and efforts to provide support services to the Town of Acton during times of emergencies.

Due to changing times, rules and regulations, The Auxiliary Fire Department will be merged into the Acton Emergency Management Agency. We will still provide support services to the Town and its residents.

Gail Sawyer
Deputy Director
Acton Emergency Management Agency

POLICE DEPARTMENT

Chief's Report

Your police department processed almost 30,000 calls for service last year. The biggest issues we continue to respond to are domestic violence, mental health, and substance use. We partner with community groups, non-profits, coalitions, mental health providers and others to try and effectively respond to these issues and more. We are in the accreditation process to ensure that we are meeting the industry best practices and delivering effective police services.

I would like to thank the men and women of the Acton Police Department for their professional, dedicated and caring response to calls all year.

Richard C. Burrows
Police Chief

CHIEF OF POLICE
Richard Burrows

DEPUTY CHIEF
James Cogan

LIEUTENANTS
Douglas Sturniolo
Edward Lawton Jr.

SERGEANTS
Raymond Grey
John Cooney
Scott Howe
Daniel Silva
Scott Krug
Fred Rentschler

POLICE OFFICERS

James Goodemote
Christopher Browne
Christopher Prehl
Michael Cogan
Kevin Heffernan
Luke Penney
Dean Keeler
Leo Gower
Gardena Abramowitz
Keith Campbell
Todd McKelvie
Tricia Sullivan
John Collins
Steven McCarthy
Michael Eracleo
Jonathan Stackhouse
David Joachim
Jesse Osterhoudt
Anna Dapkas
Douglas Mahoney
Nathan Meuse
Matt Hammer
Steven Stalzer
Marc Symington
Tyler Russell
Jacob Frelick
Anthony Rotella
Chris Hodges
Zachary Taylor
Roderick Wiggins
Ellis Corey
Kevin Gordon
Kurt Correia

SPECIAL POLICE OFFICERS

John Dristilaris
Deborah Richardson
Roger Wallace
Raymond L. LaRoche
James McPadden

POLICE MATRONS

Deborah Richardson
Becky Leblanc

SECRETARY

Allura Overstreet

RECORDS CLERK

Becky Leblanc

DISPATCHER SUPERVISOR

Mary Ann McLaughlin

DISPATCHERS

Kevin Antonelli
Roger Wallace
Daniel Deane
Alicia Burak
Patrick Hawthorne
Maurice Brassard
Joanne Harpin
Michaela Taylor
Chris Hurst
Kevin Larsen

Officers In Charge of Detectives

Sgt. Raymond P. Grey
Sgt. Fred Rentschler

Department Prosecutor

Det. Kevin Heffernan

Detectives

Det. Christopher Browne
Det. Leo Gower
Det. Chris Hodges

Youth Officers & School Resource

Det. Keith Campbell
Det. Michael Eracleo
Det. Luke Penney

Safety/Traffic/Crime Prevention Officers

Det. Christopher Prehl
Det. Jonathan Stackhouse

Training Officer

Deputy Chief James Cogan

Family Services Unit

Sgt. Raymond Grey
Det. Jonathan Stackhouse
Ptl. Tricia Sullivan
Det. Michael Eracleo

OPERATIONAL ASSIGNMENTS

Officer In Charge of Patrol Division

Edward Lawton Jr.

Officer In Charge of Special Services Division

Lt. Douglas Sturniolo

Drug Unit

Det. John Collins

Accreditation

Det. Doug Mahoney
Det. Mark Symington

Administrative Division

The Acton Police Department Administrative Division is responsible for Training, Professional Standards, Accreditation, Grants, Public Information, Payroll and Detail Billing, Records and the New Hiring Process and other administrative functions of the police department.

Training

A major component in this division is training. Police officers are required by law to receive 40 hours each year of in-service training as prescribed by the Municipal Police Training Committee. There are also many certifications that must be maintained and other specialized training for detectives and members of the patrol force. Training is tracked by fiscal year to match up with our budgeting process. For fiscal year 2018, which runs from July 1, 2017 through June 30, 2018, the department logged approximately 4,503 training hours.

The breakdown of the training was 1,376 hours of mandatory in-service training, 3,127 hours of various training including but not limited to, identity theft, marijuana legalization, terrorism awareness, bias training, legal update and responding to an active shooter. There were also new officers who completed our twelve-week field training program.

Other management training classes are Municipal Police Institute's Command Staff Executive Development Series which consists of ten full-day classes covering liability, management, leadership and essential subjects for command staff. Sergeant Fred Rentschler our newest sergeant is in the process of completing this training.

Acton is also one of 463 police agencies throughout our country that have pledged to the One Mind Campaign which seeks to ensure successful interactions between our police officers and persons affected by mental illness, in 2018 we completed training of entire staff in Mental Health First Aid and 47% of our departments has also completed Crisis intervention team training which is a 40 hour course.

We also continue to host frequent trainings in the EOC training room at our public safety facility. By allowing outside agencies the use of the room we are provided with the opportunity to send members of our department at no cost.

Professional Standards

We have a very professional police department who provide a service to our residents, business owners, and visitors. We had very few complaints last year and each one was thoroughly investigated.

Accreditation

We are continuing the process of obtaining state accreditation through the Massachusetts Police Accreditation Commission. We have a team of officers who are updating our policies and procedures and are putting processes in place to be able to update them on a continuous basis, they are Lt. Doug Sturniolo, Sgt. Fred Rentschler, Det. Doug Mahoney and Det. Marc Symington. We continue to use the PMAM HCM program. This program assists us in training the officers and tracking their receipt of new and updated policies. The accreditation process will ensure we are using industry best practices, assist the officers in performing their duties, and reduce overall liability.

Grants

We applied for and received traffic safety grants through the State for FFY17 and FFY18 for \$10,000 each. These grants allow us to assign officers for targeted traffic enforcement. Some deployments are for safety belt usage, some for distracted driving and some were "Drive Sober or Get Pulled Over" the hope is to educate the public and reduce the accidents and injuries on the roads of Acton.

In December 2018 we completed the 3rd year of the Jail Diversion grant with several other communities. Alia Toran-Burrell who filled this role accepted a new job leaving us for California in October 2018, we miss her and wish her the best. We continue to see a great need for these services for our communities and are hoping to find a replacement in early 2019.

Public Information

The department provides press releases on a regular basis to the local newspapers, websites and other news sources advising of important and timely cases, arrests, and alerting citizens for potential scams and crime trends and patterns.

Records

Significant changes to the public records law went into effect on January 1, 2017. This was the first update since 1973. Several members of our department including Becky LeBlanc our records clerk received specialized training on the new requirements.

Records management is an important function, all reports, forms and pictures, and other items must

be preserved for periods of time as specified by the Supervisor of Public Records. Records are also responsible for providing copies of reports to many parties including insurance companies, court, and residents. Freedom of Information Act requests takes a considerable amount of time to process due to the need to redact certain information. Becky LeBlanc is our records clerk and continues to do a great job processing all these requests and filing all of our reports.

Payroll and Detail Billing

In March of 2018, Allura Overstreet was hired by our department and serves as our administrative assistant. Allura who has worked for the town for more than 25 years handles our payroll, billing and other administrative tasks. Allura was originally hired by the Town of Acton as a dispatcher in 1989, she has also worked for our Fire Department and Cemetery Department.

Police officers and dispatchers cover shifts 24 hours each day 7 day every week so our payroll is complex. There are thousands of private details worked for private contractors each year. One of the first assignments Allura took on was managing a new electronic detail paging and billing system. Prior to having the DTS (detail tracking system), our dispatchers spent countless hours calling officers to fill detail assignments by phone.

New Hiring Process

We hired 2 new police officers in 2018. Kevin Gordon who is a graduate of ABRHS and has been a police officer since 2009 working previously for the Manchester by the Sea and Boxborough Police Departments. Kurt Correia is currently attending the Western Massachusetts Police Academy with an expected graduation date of April 12, 2019. Kurt is a graduate of Worcester State University in 2016 and he spent his spring semester as an intern with our department. Kurt also worked as a part-time dispatcher.

Deputy Chief James Cogan

Patrol Division

The Patrol Division is the largest division within the police department. The division patrols approximately 20 square miles of roadway and serves a population of approximately 23,000. It is currently staffed with a Lieutenant, five Sergeants, and twenty-two patrol officers. The patrol division runs three different shifts including a day shift, evening shift, and the overnight

shift. There are five patrol sectors, north, central, west, south, and a general car that will go anywhere it is needed. The patrol division is responsible for responding to all emergencies, conducting proactive patrols, preliminary investigations and report writing. All of our marked police cruisers are equipped with the latest in police technology including AED's (Automated External Defibrillator) for cardiac emergencies and NARCAN (Naloxone) Nasal Spray for treatment in an opioid emergency.

Personnel

We recently lost Officer Kayla Sheehan to the Tewksbury Police Department and have acquired Officer Kevin Gordon from the Boxborough Police Department. Officer Gordon is a graduate of ABHRS, brings years of experience to the position, and I'm excited he has joined our department. Our newest hire is Kurt Correia who was one of our dispatchers and is currently attending the police academy. Kurt will graduate in April then participate in 12 weeks of Field Training Program before entering the Patrol Division.

Training

All members of the department attend in-service training at the Lowell Police Academy each year as required by the Massachusetts Police Training Council. Our officer's qualify with their firearms a minimum of twice a year and we also conduct online training with the Massachusetts Police Institute as well as hundreds of hours of training throughout the Commonwealth.

We're continuing the process of obtaining state accreditation, which is a complete overhaul of our current policies. This is completed through the Massachusetts Police Accreditation Commission. This is a self-initiated evaluation process where police departments meet, maintain and exceed standards established for the profession. In a short time, all of our patrol officers will have the most cutting edge standards to operate under as they serve the citizens of Acton. This task is being performed by Officer Douglas Mahoney and Officer Mark Symington.

Through proactive policing, intelligent deployment, department-wide problem-solving efforts, advanced training for our officers, our community involvement and the use of a team approach, we continue to see great results in the prevention and resolution of crime in the town of Acton.

Our patrol officer's continue to impress me daily, as I receive praise from citizens on how respectful, courteous and helpful our officers can be. I would like to

thank each of them for making my job very enjoyable. I would also like to thank Chief Richard Burrows, Deputy Chief James Cogan, Lt. Doug Sturniolo and our Dispatch Supervisor Mary Anne McLaughlin for their continued support and most importantly, the patrol officers assigned to the Patrol Division for making my job enjoyable.

Lieutenant Edward M Lawton Jr.
Patrol Division Commander

Special Services Division

The Special Services Division of the Acton Police Department currently consists of 14 full-time Acton Police Officers (1 Lieutenant, 2 Sergeant's, and 11 Detectives). The division provides services in the following areas: Criminal Investigations, Narcotics Investigations, Traffic & Community Relations, Court Prosecution, Youth Services, Accreditation, and Dispatch Communications.

Detective Sergeant Raymond Grey supervises Criminal Investigations and the Drug Unit. Sgt. Grey is an FBI National Academy graduate who brings 40 years of experience in law enforcement to the Special Services Division. Sgt. Grey has been with the department for 38 years in which 27 of those years have been served in Special Services.

Detective Sergeant Frederick Rentschler supervises the Traffic & Community Relations Services, Youth & School Resource Services, Accreditation, Court Prosecution, and Administrative Services. Sergeant Rentschler has over 30 years with the Acton Police Department.

Criminal Investigations:

Detective Christopher Browne is a 34 year veteran of the police force and has been assigned as a detective for over 25 years. Det. Browne is the division's senior investigator, Property and Evidence Officer, and bank liaison. He was a recipient of the Irish American Police Investigators Award in 2013. As part of his duties, he manages the MedReturn Drug Collection Unit located in the Public Safety Building lobby. These drugs are collected by the DEA, several times each year.

Detective Leo Gower is a 21 year veteran of the police force and has been assigned as a detective for the last 14 years. In addition to conducting criminal investigations, Det. Gower also conducts full background investigations on all of the department's new hires. Det. Gower is also President of the Patrol Officer's Union.

Detective Christopher Hodges was assigned to Special Services as an investigator in 2017. Prior to joining the Acton Police Department, he worked for the Manchester Police Department in Connecticut where he served as a Patrol Officer, Patrol Sergeant, and Detective Sergeant. Det. Hodges duties consist of investigations, surveillance, background investigations, and he is the department's point of contact for the Sex Offender Registry Board (SORB). Det. Hodges oversees the registration and monitoring of known sex offenders living and or working in Acton.

As an Investigator you can expect to investigate; unattended deaths, sexual assaults, assaults, larcenies, break and entering and other various crimes. All of the investigators are trained to process various types of crime scenes and receive specialized training from the Middlesex District Attorney's office in preparing search warrants. In 2018, the Criminal Investigations Unit investigated over 200 cases. Detectives assigned to the CIU work closely with investigators from the State Police, federal agencies, and surrounding cities and towns sharing resources, personnel, and information.

Many of the cases investigated by detectives have been more sophisticated and highly organized which creates a significant challenge to complete a successful investigation. More and more the use of technology and social media are presenting themselves during our investigations. Detectives must keep up with the technological advances and the use of technology by those committing crimes. Through their training, knowledge, and abilities, detectives gather the appropriate evidence which allows for successful prosecutions.

Drug Unit:

Detective John Collins is assigned to the Drug Unit. Detective Collins has 14 years with the department and has been in the Special Services Division for 3 years. In 2018 Det. Collins was responsible for training and maintaining the department's NARCAN (Naloxone) Program. Detective Collins is also one of our senior Field Training Officer's.

The Acton Police Department continues to be proactive in reducing the number of opioid-related overdoses and drug-related issues. Through initial responses, investigations, and community outreach, the Acton Police Department's focus is to provide resources and treatment to those affected by drug use and abuse.

Please don't hesitate to call the Drug Unit (978-929-7713) with information or if you have any questions. No calls are recorded and callers can remain anonymous.

Traffic & Community Relations Services:

There are two detectives assigned to the Acton Police Department's Traffic & Community Relations Services Unit, Detective Christopher Prehl and Detective Jonathan Stackhouse. Both detectives participate in a multitude of police activities and help facilitate vital support services to the department such as traffic enforcement, accident investigations, and community policing based functions. The Traffic Unit is dedicated to improving traffic safety through education and enforcement. In 2018, the traffic unit conducted numerous targeted enforcement operations including Distracted Driving, Safety Belt Enforcement and Pedestrian Safety/Crosswalk enforcement.

Detective Christopher Prehl is the senior member of this unit and his duties cover a vast array of responsibilities. Primarily, Det. Prehl focuses on the education and enforcement of motor vehicle law, cruiser fleet and equipment maintenance, and procurement for the department. Det. Prehl also has a relationship with the ABRSD Transportation Department and coordinates bus safety programs and investigates bus driver safety complaints. Additionally, Det. Prehl oversees the regulation of both Class 1 and Class 2 car sales dealerships in town.

Detective Jonathan Stackhouse has been with the unit for over 5 years and has many duties within the department and the community. Det. Stackhouse is responsible for the maintenance of the department's mountain bikes and electric powered police bikes. The patrol bikes increase the versatility of patrol operations during NARA Park events as well as the recently opened Bruce Freeman Rail Trail. Det. Stackhouse is the Middlesex County Area Coordinator for the Law Enforcement Torch Run which benefits the Special Olympics of Massachusetts. He also continues to serve on the new Miracle League/NARA sports pavilion building committee.

Youth Services Division:

The Youth Services Division of the Acton Police Department is comprised of three detectives who are assigned to work in collaboration with the Acton-Boxborough Regional School District. Detective Keith Campbell, Detective Michael Eracleo, and Detective Luke Penney make up this group.

The School Resource Officers (SRO's) Det. Campbell and Det. Eracleo were responsible for maintaining the "A.L.I.C.E." (Alert, Lockdown, Inform, Counter and Evacuate) Program at all district schools. This program is designed to better prepare staff and students in

the event of an armed intruder in one of our schools. Det. Campbell and Eracleo have lead this training and partnered with a representative from each school for the past 2 years. The staff was trained prior to the students returning from summer break and by early November 2018, all of the students and staff members in the district were provided new & refresher training which was appropriate for their respective age groups. Both Det. Campbell and Det. Eracleo continue to provide the A.L.I.C.E. training to Town Departments and other Non-Profit organizations who are interested.

Detective Keith Campbell plays a very active role in the Acton Boxborough Regional High School community, Det. Campbell is on the, "AB Cares Committee", a group committed to the response to mental health and suicide prevention in Acton and Boxborough. In addition to his many team coaching assignments, Det. Campbell assisted DVSN (Domestic Violence Services Network) in training all freshmen students about healthy relationships and dating violence. Det. Campbell continues to maintain his relationship with C4RJ (Communities for Restorative Justice) with their training of new volunteers by providing the police perspective on the effects of crime on a community.

Detective Michael Eracleo works as the School Resource Officer for the school districts six (6) elementary schools and the two (2) Alternative placement high schools. Det. Eracleo is also the department's Elder Services and Mental Health Liaison. He routinely visits the Council on Aging to enjoy breakfast with our senior residents and helps educate them about the latest scams. Det. Eracleo has been working closely with a soon to be announced grant funded Social Worker working within our department to address mental health and substance abuse needs of our community. In 2017, the department joined; "PAARI" (Police Assisted Addiction Recovery Initiative). Since the department's enrollment in the program, Det. Eracleo has been able to facilitate finding treatment beds for individuals in crisis who have presented themselves to the Acton Police Department.

Det. Luke Penney has a solid background in community/youth relations. Det. Penney enjoys giving safety talks and tours at the police station for community youth groups. Det. Penney continues to be a presence at the schools making inroads with students, parents, and staff. Along with Det. Stackhouse, Det. Penney participates in supporting the Massachusetts Special Olympics. During the coming summer months, you should be able to easily find Det. Penney patrolling the Nara Park and the Bruce Freeman Rail Trail.

Detective John Collins has joined the Youth Services Division for this current school year. Det. Collins brings a wealth of knowledge and experience with him as a detective and as a mentor. Det. Collins will be working as the evening School Resource Officer.

Accreditation:

The Accreditation Team for the Acton Police Department is directed by Lieutenant Douglas Sturniolo and Sergeant Frederick Rentschler. The accreditation team is currently moving forward with the process of updating, reviewing, and creating new policies which will help to bring the Acton Police Department closer to its goal of being accredited.

Detective Douglas Mahoney was appointed to the "Accreditation Team" and is working very hard on the current task of meeting 159 mandated, "Standards" for the department's certification. The Acton Police Department is well on track to obtain its Certification from the Accreditation Commission in 2019. Once the department becomes certified by the Accreditation Commission, there will be another set of standards, 167 to be exact, which will then be addressed by the accreditation team. The department must achieve compliance on a total of 326 standards to be fully accredited.

Det. Mahoney has been a full-time member of the department for over 6 years and started his relationship with the Acton Police Department as a college intern. Det. Mahoney is also a firearm instructor, "Nasal Naloxone-Narcan" instructor, as well as a Field Training Officer.

Prosecution and Firearms Licensing:

In July 2016, Detective Heffernan assumed the role of the department's Police Prosecutor and has played a crucial role in assisting the Middlesex District Attorney's Office with the prosecution of criminal cases for the Acton Police Department. Det. Heffernan is on the Central Middlesex Assessment for Safety Team (CMAST) which is a program dedicated to addressing the safety of domestic violence victims. Det. Heffernan is the intake officer for all new and renewal firearms licensing applications. In 2018, the Acton Police issued or renewed 167 firearms licenses.

Dispatch Communications:

Dispatchers who work in the Communication Center are also part of the Special Services Division. Mary Ann McLaughlin, Dispatch Supervisor, oversees the day to day operations in the Communication area. Dispatchers are a critical part of all public safety organizations. They are required to be skilled at operating a variety of communications equipment, including computer

systems, telephones and radios, Next Generation 911, Criminal Justice Information System, and monitoring Master Boxes. Public Safety Dispatchers receive and handle 911 emergency calls and also non-emergency calls for service. Dispatchers are trained to prioritize calls for police, fire and EMS assistance.

Dispatchers use a computer-aided dispatch system and are trained to provide pre-arrival instructions to callers reporting medical emergencies using Power Phone Emergency Medical Dispatch Protocols. All dispatchers receive mandatory annual 911 in-service training and CPR and First Responder training. The Communications Center is staffed by 9 fulltime and 3 part-time dispatchers. There are two dispatchers on duty at all times in the Center.

The Communications Center has two new part-time dispatchers who were hired to replace two part-time vacancies. Christopher Hurst began working November 2018 and Kevin Larsen is currently training and will be ready to assume full responsibilities after the first of the year.

Christopher Hurst has five years dispatching experience beginning his career at the Essex County Regional Dispatch Center in Middleton and is currently employed full time as a State Police Dispatcher in Danvers.

Kevin Larsen earned an A.S. degree in Fire Science, completed an International Academy of Emergency Dispatch Certification, and is a nationally certified EMT. He also volunteers at the Littleton Fire Department and was a member of the department's Fire Explorer Program.

In December 2017 the Communications Center began receiving Phase II Wireless Cell calls. Most wireless 9-1-1 calls in Massachusetts are answered by one of four wireless Public Safety Answering Points before being transferred to a local department. The Communications Center chose to opt-in to the wireless program. The department received an additional \$7,021.00 in Wireless Grant funding and anticipates receiving \$12,500.00 in 2019.

The Next Generation 911 system has provided Public Safety Emergency Communication services the ability to handle current and emerging technologies. The new system has provided high-quality mapping; all data is geographically-based. We recently began utilizing the emerging technology of Text to 911. ***"Call if you can, Text if you can't!"***

Lieutenant Douglas J. Sturniolo
Special Services Division Commander

SIDEWALK COMMITTEE

The Sidewalk Committee serves as an advisory board to the Board of Selectmen. The committee is tasked with prioritizing sidewalk needs throughout the town based on a set list of criteria and metrics. The committee is currently comprised of the following people: Cameren Cousins (chair), Tony Victor, and Dennis Caristi.

Summary of Committee Work for 2018

In response to the changes in Acton's streets and neighborhoods, population centers, and vehicular traffic, the Sidewalk Committee updated its Needs Analysis Worksheet. Changes were made to equations regarding population density and connections to points of interest. All streets in Acton have already been grouped into priority levels based on the original needs analysis framework; this new worksheet may be used to fine-tune specific ratings of streets that are not yet on the Town's priority projects list (see below), especially if there have been changes to neighborhood infrastructure/development since the initial rating.

The Committee has also been working with various Town departments to address and advocate for pedestrian safety.

Report from the Engineering Department

During 2018, the Town continued to complete sections of High Street. A number of infrastructure projects (such as retaining walls) had to be finished before the sidewalk itself could be made.

The Engineering Department is working on a number of sidewalk projects. Below is a summary of the projects categorized by progress. Please note that these lists, as written, do not necessarily indicate priority. Because of the unique design and legal requirements of individual projects, some move more rapidly than others. Additionally, the Town may tie sidewalk construction to another maintenance/infrastructure project, based on a logical and expedient allocation of Town resources.

Construction-Ready: site survey, design, abutter permission/requests, and permitting largely complete

- Stow Street (Maple Street to Martin Street)
- Willow Street (Summer Street to Central Street)
- Main Street (gap across from Wheeler Lane)
- Parker Street (Independence Road to railroad tracks)
- Parker Street (High Street to Independence) [permitting anticipated in Spring 2019]

Ongoing: various phases completed

- Great Road (Davis Road to Woodvale Condos)
- High Street (Valley Road to Parker Street)
- Taylor Road (Minot Ave to Barker Road)
- Main Street (Great Road to Ledge Rock Way)
- Parker Street (Carlton Road to Maynard Town Line)
- River Street
- Piper Road
- Lawsbrook Road (Hosmer Street to Concord Town Line)
- Brook Street

Future:

- Parker Street (Clover Hill Road to School Street)
- Massachusetts Ave/Route 111 (Juniper Ridge Road to Guggins Brook Conservation Area)
- Arlington Street (Summer Street to Sara Lane)
- Strawberry Hill Road (West of Pope Road)
- Newtown Road (Simon Willard Road to Minuteman Road)
- Willow Street (Marian Road to McLeod Lane)

Looking Ahead

The members of the Sidewalk Committee have recently been discussing the viability of its charge as it is currently written. The Committee was formed over a decade ago and was tasked with transparently prioritizing sidewalk needs throughout the entire town. Over the years, numerous citizen volunteers have completed this task, and the Town now has clear sets of prioritized streets/projects to work from in the future. In order to remain a relevant and useful committee, it may be appropriate for the Town and interested citizens to rework the charge to give the Sidewalk Committee new direction and purpose.

Acton residents continue to demonstrate their interest in seeing more sidewalks built around town, and it is clear that this community values pedestrian safety. However, the Sidewalk Committee is in need of volunteers to staff itself and to do the work residents are asking for! If you are able to help out with this committee, please email sidewalks@acton-ma.gov or drop by a monthly meeting to find out more.

ABSTRACT OF THE ANNUAL TOWN MEETING HELD MONDAY, APRIL 2, 2018, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM

WITH ADJOURNED SESSION HELD APRIL 3, 2018

NUMBER OF REGISTERED VOTERS
ATTENDING TOWN MEETING
APRIL 2, 2018 – 397 AND
APRIL 4, 2018 – 335

The Moderator, Mr. Peter Ashton, called the Annual Town Meeting to order on Monday, April 2, 2018, at 7:02 PM.

The Moderator informed Town Meeting that Consent Articles 13 and 15 have been removed from consent by the Selectmen as the Town has concluded agreements with the respective bargaining units.

Mr. Ashton stated that Article 27 will be moved to be taken up prior to Article 4. Ms. Jo-Ann Berry, Temporary Moderator, will moderate Article 27.

Moderator explained his actions at the December Special Town Meeting and apologized to those he may have offended. He asked that all members respect the rules and procedures of Town Meeting.

Mr. Ashton gave a brief overview of the process of Town Meeting.

The Moderator noted that Town meeting will start at 6:45 on Tuesday in order to do the award presentation for Employee of the year.

The Moderator gave a presentation on the iClicker, the new Electronic Voting equipment that we will use at this Town Meeting. The new voting process was voted at the Special Town Meeting held October 5, 2016, Article 2, adding section A7 to the Town Bylaws.

Peter noted that we have a new head teller this year, Anne Kadlec. The previous head teller, Charlie Kadlec has stepped down after many years of his service. The Moderator presented a practice motion to test the iClicker.

Practice Motion #1:

Motion is whether the Selectmen should receive an increase in their compensation for their service to the Town.

IClicker - A Yes - 180 66% E No - 94 34%

Mr. Ashton introduced the chairman of the Board of Selectmen, Janet Adachi, who then introduced the members at the table. Katie Green – Vice Chair, Joan Gardner – Clerk, as well as Peter Berry, and Chingsung Chang members of the Board of Selectmen. In addition, Town Manager - Steve Ledoux, Nina Pickering Cook - Town Counsel, and Eva Szkaradek - Town Clerk.

The Moderator noted the Bob Evans will be retiring from Finance Committee after 20 plus years. Bob has served the Town on many committees.

The Moderator introduced the Chair of the Finance Committee Steve Noone, who then introduced the members at the table. Dave Wellinghoff, Roland Bourdon, III, Jeff Bergart, Christiana Andersen, Christine Russell, Michael F. Majors, Jason Cole – V Chair, Thomas Farley, Bob Evans, and Jon Benson.

The Moderator asked Town Meeting to vote to allow Non Resident Town and School Staff, to speak to the Articles of this Annual Town Meeting if needed. Motion carries to allow speakers.

Article 1 Choose Town Officers (Majority vote)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator - \$ 20.00 per Town Meeting session
Board of Selectmen, Chairman - \$ 750.00 per year
Board of Selectmen, Member - \$ 650.00 per year

, or take any other action relative thereto.

MOTION:

Mr. Berry nominates Jo-Ann M. Berry for the position of Temporary Moderator, term to expire 2019.

MOTION CARRIES UNANIMOUSLY

Mr. Berry moves that the Town fix the compensation for elected officers as shown in the Article.

MOTION CARRIES UNANIMOUSLY

Andrea S. Miller, Trustee of the Elizabeth White Fund, nominates Mary Ann Ashton, of 1 Olde Barn Way, Acton, for the position of Trustee of the Elizabeth White Fund, term to expire 2021.

MOTION CARRIES

Dean Charter, Trustee of the West Acton Citizens Library, nominates Ellen Spero of 25 Windsor Ave, Acton, for the position of Trustee of the West Acton Citizens Library, term to expire 2021.

MOTION CARRIES UNANIMOUSLY

Dean Charter, Trustee of the West Acton Citizens Library, nominates Melissa Loporto of 49 Windsor Ave, Acton, for the position of Trustee of the West Acton Citizens Library, term to expire 2020.

MOTION CARRIES UNANIMOUSLY

Robert Vanderhoof, Trustee of the Acton Firefighters' Relief Fund, nominates Robert Smith of 1102 Massachusetts Ave, Boxborough, for the position of Trustee of the Acton Firefighters' Relief Fund, term to expire 2021.

MOTION CARRIES

Article 2 Hear and Accept Reports

(Majority vote)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

MOTION: Ms. Gardner moves that the Town accept the reports of the various Town Officers and Boards as set forth in the 2017 Town Report and that the Moderator call for any other reports.

MOTION CARRIES UNANIMOUSLY

Article 3 Budget Transfer

(Majority vote)

To see if the Town will appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2017 Annual Town Meeting, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town take no action.

MOTION CARRIES UNANIMOUSLY

As previously indicated, Article 27 has been moved to be taken up prior to Article 4. As it relates to the conduct

of Town Meeting, Ms. Jo-Ann Berry will moderate this article.

Article 27 # Non-Binding Resolution - Acton citizens' First Amendment right to criticize the actions of elected and appointed officials

(Majority vote)

WHEREAS the New England Town meeting is a cherished form of self-government which allows all Acton registered voters to participate in deciding the Town's affairs;

WHEREAS true participation requires the right to freely state opinions including criticism of the decisions and action of elected and appointed officials;

WHEREAS, as reported by Town Counsel Nina Pickering-Cook, the Massachusetts Supreme Judicial Court has confirmed that criticism of a public official constituted political speech and was "at the core of the speech that the First Amendment to the United State Constitution protects;"

NOW, THEREFORE BE IT RESOLVED THAT

No town official shall prohibit lawful speech at town board meetings or Town Meeting including speech which criticizes elected or appointed officials by name or title for their decisions and/or the performance of their duties while in office.

MOTION: Mr. Nitschelm moves that the Town adopt the non-binding resolution as set forth in the Article.

IClicker - A Yes - 111 36% E No -201 64%
MOTION FAILS

Moderator, Peter Ashton will moderate.

Article 4 Town Operating Budget

(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$33,837,365 to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the Regional School budgets, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate \$33,837,365 to be expended by the Town Manager for the purpose of funding the fiscal year 2019 municipal budget, and to meet this appropriation, \$33,422,413 be raised from general revenues,

\$ 414,952 be transferred from Free Cash, And that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

MOTION CARRIES

Article 5 Acton-Boxborough Regional School District Assessment
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$59,981,959 to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

MOTION: Ms. Krishnamurthy moves that the Town appropriate \$59,981,958 to be expended by the Superintendent of Schools to fund the fiscal year 2019 assessment of the Acton-Boxborough Regional School District, and to meet this appropriation, \$59,567,005 be raised from general revenues and \$ 414,953 be transferred from Free Cash.

MOTION CARRIES

Ms. Krishnamurthy introduced the members of the School Committee. She thanked the members of the School Committee that will be stepping down after this Town Meeting, Dennis Bruce and Deanne O'Sullivan from Acton as well as Brigid Bieber and Kathleen Neville. Ms. Krishnamurthy also introduced Mr. Peter Light, who will be the new School Superintendent starting July 1, 2018.

Article 6 Minuteman Regional School District Assessment
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$1,303,814 to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

MOTION: Mrs. Nourse moves that the Town appropriate and transfer \$1,303,814 from Free Cash to fund the fiscal year 2019 assessment of the Minuteman Regional School District.

MOTION CARRIES UNANIMOUSLY

Article 7 Community Preservation Program – Direct Appropriations from Fund Balances
(Majority vote)

To see if the Town will appropriate or set aside for later appropriation, and authorize and direct the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2017 Community Preservation Fund balances as set forth herein, the amounts listed below for community preservation purposes, with such expenditures to be subject to conditions listed in the Article's Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation;

FY 2017 COMMUNITY PRESERVATION FUND BALANCES	
FY 2017 Community Preservation Fund Revenues	
Community Preservation Fund Surcharge Collected in FY 2017	\$ 956,455.00
State Community Preservation Trust Fund Receipt, October 2017	\$ 164,531.00
Other FY 2017 Community Preservation Fund Components	
Interest Earned in FY 2017 (less abatements and exemptions)	\$ 11,351.81
Unencumbered FY 2017 Fund Balance	\$ 56,235.59
Recapture of unspent previous years' project appropriations	\$ 93,018.66
Total - FY 2017 Community Preservation Fund Balance	\$1,281,592.06
FY 2017 Open Space Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration	\$1,556,225.32
Total FY 2017 Open Space Set-Aside Fund Balance	\$1,556,225.32
FY 2017 Historic Resources Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$40,536.32
Total FY 2017 Historic Resource Set-Aside Fund Balance	\$40,536.32
FY 2017 Community Housing Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, Preservation, and Support of Community Housing	\$25,090.22
Total FY 2017 Community Housing Set-Aside Fund Balance	\$25,090.22

APPROPRIATIONS FROM FY 2017 COMMUNITY PRESERVATION FUND BALANCE	
Purposes	Recommended Amounts
Set-Aside Appropriations for	
A. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2009 revenues	\$823.10
B. Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration	\$500,000.00
Spending Appropriations	
C1. Regional Housing Services Program – Two Years	\$24,909.78
D. Acton Housing Authority – Development/ Acquisition Fund for New Affordable Housing Units	\$75,000.00
E. Acton Housing Authority – McCarthy Village Siding and Decking Replacements	\$75,000.00
F1. Habitat for Humanity – 43-45 School Street Housing Preservation	\$53,000.00
F2. Habitat for Humanity – 43-45 School Street Historic Preservation and Rehabilitation	\$38,650.00
G1. Acton Historical Society – Hosmer House Campus Landscape Architecture, Site Planning	\$147,186.58
H. Woodlawn Cemetery – Kennedy Building Rehabilitation	\$25,000.00
I. Woodlawn Cemetery – Historic Gates	\$31,000.00
J. Acton Memorial Library – Arthur Davis Etchings Restoration	\$10,500.00
K. Support of Open Space Acquisitions	\$30,000.00
L. Camp Acton – Accessible Campsite	\$10,012.00
M. T.J. O-Grady Skate Park - Completion	\$76,000.00
N. NARA – Performance Improvements	\$6,000.00
Administrative Appropriation	
O. A fund for CPC direct expenses and for reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$56,049.30
Total Recommended Appropriations from FY 2017 Community Preservation Fund Balance	\$1,159,130.76
APPROPRIATION FROM OPEN SPACE SET-ASIDE FUND BALANCE	
P. Wright Hill Open Space Land Acquisition - Debt Service	\$85,420.80
Total Recommended Appropriations from the Open Space Set-Aside Fund	\$85,420.80

APPROPRIATION FROM HISTORIC RESOURCES SET-ASIDE FUND BALANCE	
G2. Acton Historical Society – Hosmer House Campus Landscape, Architecture, Site Planning	\$41,359.42
Total Recommended Appropriations from the Historic Resources Set-Aside Fund	\$41,359.42
APPROPRIATION FROM COMMUNITY HOUSING SET-ASIDE FUND BALANCE	
C2. Regional Housing Services Program – Two Years	\$25,090.22
Total Recommended Appropriations from the Community Housing Set-Aside Fund	\$25,090.22
Resulting Fund Balances	
Resulting FY 2017 Community Preservation Fund Balance	\$122,461.30
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$1,970,804.52
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$0.00
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, Preservation, and Support of Community Housing	\$0.00

And, whereas Massachusetts General Laws Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the FY 2017 Community Preservation Fund Revenues at least 10% for open space, 10% for historic resources, and 10% for community housing;

And, whereas the recommended appropriations for open space, historic resources, and community housing each meet or exceed 10% of the FY 2017 Community Preservation Fund Revenues;

And, whereas Town Meeting may vote to delete or reduce any of the recommended amounts;

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2017 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2017 Community Preservation Fund Revenues for open space (\$112,098.60), not less than 10% of the FY 2017 Community Preservation Fund Revenues for historic resource (\$112,098.60), and not less than 10% of the FY 2017 Community Preservation Fund

Revenues for community housing (\$112,098.60), or take any other action relative thereto.

MOTION: Mr. Foster moves that the Town:

- (1) transfer to and from the Community Preservation Fund and appropriate, re-appropriate, or set aside for current or later appropriation, \$1,311,001.20, all as set forth in the article, and
- (2) authorize the Town Manager to expend or set aside amounts as set forth in the article, and in compliance with conditions to be noted in the Community Preservation Committee's award letters.

Hold line items – D, F1, F2, H,

REMAINING LINE ITEMS UNDER THIS
MOTION CARRIES UNANIMOUSLY

Line Item D – Acton Housing Authority
LINE ITEM CARRIES

F1 / F2 – Habitat – School St (Housing/Historic)
LINE ITEM CARRIES

H – Woodlawn – Kennedy Building
LINE ITEM CARRIES

Ms. Jo-Ann Berry will moderate Article 8.

Article 8 Capital Equipment, Infrastructure and Design Services
(Two-thirds vote)

To see if the Town will raise and appropriate, appropriate from available funds and/or borrow a sum of money to be expended by the Town Manager for the purchase, replacement, improvement, study, design or implementation of vehicles, equipment, facilities, infrastructure or programs as listed below, including related incidental costs, and to provide that, in accordance with Massachusetts General Laws Chapter 44, Section 20, the premium received by the Town upon the sale of any bonds or notes hereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, or take any other action relative thereto.

A.	North Acton Fire Station Design	\$ 750,000
B.	Fire Engine Replacement (Engine 22)	\$ 735,000
C.	South and West Fire Stations HVAC Improvements	\$ 400,000
D.	Complete Streets Improvement Program	\$ 300,000
E.	Acton Center Traffic Design	\$ 97,830
	Total	\$ 2,282,830

MOTION: Ms. Adachi moves that the Town appropriate \$2,367,833 to be expended by the Town Manager for the purposes set forth in the Article, including costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,282,830 under Massachusetts General Laws Chapter 44, Section 7, as amended, and transfer from Free Cash \$85,003 for the payment of interest and underwriting costs on such borrowing, and further that any premium received upon the sale of the bonds, less the cost of preparing, issuing and marketing them, and any accrued interest received upon the delivery of the bonds may be applied to the costs of the project and to reduce the amount authorized to be borrowed for the project by like amount, and further that the Town Manager be authorized to sell, trade or dispose of vehicles and equipment being replaced and to expend any proceeds so received.

IClicker - A Yes - 169 94% E No - 11 6%

MOTION CARRIES
Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Mr. Ashton returning as moderator.

MOTION TO ADJOURN: Ms. Adachi moves to adjourn at 10:40 pm until April 3th at 6:45, at the Acton- Boxborough Regional High School Auditorium.

MOTION TO ADJOURN CARRIES

April 3, 2018

The Moderator, Mr. Ashton, called the Annual Town Meeting to order on Tuesday, April 3, 2018, at 6:45 pm.

The Moderator introduced the Town Manager, Steve Ledoux who gave the presentation for the annual recipient of the “Joseph A. Lalli Merit Award” endowed by the Steinberg Lalli Charitable Foundation, for outstanding work of a Town of Acton Municipal Employee. This is the fourteenth year that this award has been issued. The Foundation gave funding ten years ago, to recognize Public Safety Employees with this award as well.

On behalf of the Board of Selectmen and the Town, we would like to thank the Steinberg Lalli Charitable Foundation.

The Municipal Employee of the Year award for 2018 is presented to Karen Switzer Neff, of the Highway Department. She has worked for the Town for many years. Karen has demonstrated that she is extremely dedicated and a hard working individual and takes great pride in her job. She is an asset, not just to her department but other Town Departments. Karen started working for the Town in 1995 in the Planning and Engineering Department. She was hired to the Highway Department in 2004 and was promoted to office manager of the Highway Department in 2013. Karen has played a key role in keeping the department moving forward and running smoothly.

Karen thanked Dickie Waite and Corey York for nominating her for this award. She also thanked Roland Bartl, Town Planner, for hiring her 24 years ago.

Mr. Ledoux honored the tenth annual recipient of the “Joseph A. Lalli Merit Award” for outstanding work of a Public Safety Employee. This year’s Public Safety Employee of the Year is presented to Captain, EMT, Scott Morse of the Fire Department. Scott has been involved with fire service for 30 years. Scott came to the Town of Acton in 1988. In 1986 Scott became an EMT. He has continued his education by getting his certification in Fire Officer 1 and 2, Fire Instructor 1 and 2 as well as many other training courses through the Mass Firefighter Academy. As shift commander he has helped the department to launch the Advance Life Support service for the Town.

Scott thanked the Fire Department and the management of the Town for 30 wonderful years.

Ms. Adachi thanked Selectman, Chingsung Chang for his service. Mr. Chang did not run for re-election this year. He will be stepping down off the board after 3 years’ service as a member of the Board of Selectmen.

Article 9 Kelley’s Corner Improvement Initiative – Supplemental Engineering and Appraisal Services
(Two-thirds vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or borrow a sum of money to be expended by the Town Manager for design, engineering and appraisal services related to the Kelley’s Corner Improvement Initiative as listed below, including related incidental costs, or take any other action relative thereto.

A.	Supplemental Engineering Services	\$ 344,000
B.	Appraisal Services	\$ 125,000
	Total	\$ 469,000

MOTION: Mr. Berry moves that the Town appropriate \$484,000 to be expended by the Town Manager for the purposes set forth in the Article, including costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$469,000 under Massachusetts General Laws Chapter 44, Section 7, as amended, and transfer from Free Cash \$15,000 for the payment of interest and underwriting costs on such borrowing, and further that any premium received upon the sale of the bonds, less the cost of preparing, issuing and marketing them, and any accrued interest received upon the delivery of the bonds may be applied to the costs of the project and to reduce the amount authorized to be borrowed for the project by like amount.

MOTION TO AMEND: Charlie Kadlec moves to amend by dividing the article and to vote line items separately.

Motion to divide line items in the article fails

MOTION TO AMEND: Chris Starr moves to amend the motion by adding the following to the end of the existing motion,

“The Town shall make best efforts to minimize the negative impacts of property takings related to the Kelley’s Corner infrastructure project on private land owners and small businesses. To this end, the Town shall work diligently with residents, landowners and

local businesses to develop and evaluate alternatives to the project design. A reasonable amount of the project contingency funds shall be allocated to fund said cooperation between the Town and local stakeholders.”

AMENDMENT TO MOTION CARRIES

IClicker - A Yes - 186 65 % E No - 101 35%
AMENDED MOTION FAILS

Jesse Liberty Motion for reconsideration of vote
(2/3 motion to reconsider)

IClicker - A Yes - 16557 % E No - 127 43%
MOTION TO RECONSIDER FAILS

Article 10 Capital Infrastructure (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to be expended by the Town Manager for the purchase, replacement, study, design or implementation of programs, improvement of facilities or infrastructure as listed below, including related incidental costs, or take any other action relative thereto.

A.	Railroad Crossings Safety Improvements	\$ 140,000
B.	Regional Bike Share Program	\$ 9,000
	Total	\$ 149,000

MOTION: Ms. Adachi moves that the Town appropriate and transfer from Free Cash \$149,000 to be expended by the Town Manager for the purposes set forth in the Article, including costs incidental and related thereto.

MOTION CARRIES

Article 11 Land Acquisition or Lease – 19 & 21 Maple Street (Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease or to acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for general municipal purposes, Parcels 42 and/or 37 as shown on the Town of Acton Atlas Map H2A and in the deeds recorded at the Middlesex South Registry of Deeds in Book 45836, Page 526 and Book 11658,

Page 0673, respectively; and further to see if the Town will raise, appropriate, transfer from available funds, accept gifts and/or borrow a sum of money to be expended by the Town Manager for this purpose, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town take no action.

MOTION CARRIES

Article 12 Land Acquisition – 62 Harris Street (Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for general municipal purposes, Parcel 88 as shown on the Town of Acton Atlas Map C5, and in the deed recorded at the Middlesex South Registry of Deeds in Book 16609, Page 416; and further to see if the Town will raise, appropriate, transfer from available funds, accept gifts and/or borrow a sum of money to be expended by the Town Manager for this purpose, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town take no action.

MOTION CARRIES

Financial Consent (majority vote)

As previously mentioned by the Moderator, Consent Articles 13 and 15 have been removed from consent by the Selectmen as the Town has concluded agreements with the respective bargaining units.

13 * Fund Collective Bargaining Agreement – Police Patrol (FY19)
15 * Fund Collective Bargaining Agreement – Police Superior Officers (FY19)

MOTION: Ms. Adachi moves that the Town take up the eleven articles in the Consent Calendar on pages 51 through 61 of the Warrant: Articles 14, 16, 17, 18, 19, 20, 21, 22, 23, 24 and 25, not including Articles 13 and 15.

Article 14 * Fund Collective Bargaining Agreement – Dispatch (FY19)

Article 16 * Fund Collective Bargaining Agreement – Highway, Municipal Properties and Cemetery

Article 17 * Accept Legislation – Parking Meter Revenues and Expenses

Article 18 * Commuter Lot & Station Maintenance

Article 19 * Septage Disposal Enterprise Budget

Article 20 * Transfer Station and Recycling Enterprise

Budget Article 21 * Sewer Enterprise Budget

Article 22 * Ambulance Enterprise Budget

Article 23 * Transportation Enterprise Budget

Article 24 * Amend General Bylaws – Department Revolving Funds

Article 25 * Self-Funding Programs (Revolving Funds)

Held from consent Article 17 Parking Meter Revenues and Expenses

REMAINING ARTICLES UNDER THE CONSENT
MOTION CARRIES UNANIMOUSLY

Article 17 * Accept Legislation – Parking Meter Revenues and Expenses
(Majority Vote)

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40, Sections 22A, 22B and 22C, as amended, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town accept the provisions of Massachusetts General Laws Chapter 40, Sections 22A, 22B and 22C, as amended

Held from consent

MOTION CARRIES UNANIMOUSLY

Article 13 * Fund Collective Bargaining Agreement – Police Patrol (FY19)
(Majority vote)

To see if the Town will raise and appropriate, transfer or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its police patrol officers union as filed with the

Town Clerk, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town appropriate and transfer \$50,000 from the fiscal year 2019 Town Operating Budget to fund the cost items contained in the fiscal year 2019 Collective Bargaining Agreement between the Town and the Acton Police Patrol Officers Association.

Removed from consent

MOTION CARRIES UNANIMOUSLY

Article 14 * Fund Collective Bargaining Agreement – Dispatch (FY19)
(Majority vote)

To see if the Town will raise and appropriate, transfer or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its public safety dispatcher personnel union as filed with the Town Clerk, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town take no action.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 15 * Fund Collective Bargaining Agreement – Police Superior Officers (FY19)
(Majority vote)

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and the Acton Superior Officers' Union MCOP Local 380 as filed with the Town Clerk, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town appropriate and transfer \$20,000 from the fiscal year 2019 Town Operating Budget to fund the cost items contained in the fiscal year 2019 Collective Bargaining Agreement between the Town and the Massachusetts Coalition of Police Local 380.

Removed from consent

MOTION CARRIES UNANIMOUSLY

Article 16 * Fund Collective Bargaining Agreement – Highway, Municipal Properties and Cemetery (Majority vote) (FY19)

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its Highway, Municipal Properties and Cemetery personnel union (AFSCME) as filed with the Town Clerk, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town take no action.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 18 * Commuter Lot & Station Maintenance (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to be expended by the Town Manager for the service fees, operation, maintenance or improvement of facilities and infrastructure at the South Acton Commuter Lot, including related incidental costs, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate and transfer \$164,660 from the Commuter Lot Parking Fees fund balance for the purposes set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 19 * Septage Disposal Enterprise Budget (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of septage disposal, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate \$187,157 to operate the septage waste disposal program, that to meet this appropriation, \$117,157 be raised from department receipts and \$70,000 be transferred from retained earnings, and that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of

vehicles and equipment being replaced and to expend any proceeds so received.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 20 * Transfer Station and Recycling Enterprise Budget (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money for the purpose of solid waste disposal and recycling in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.
MOTION: Ms. Adachi moves that the Town appropriate \$619,387 for the purpose of solid waste disposal and recycling, that to meet this appropriation, \$519,387 be raised from department receipts and \$100,000 be transferred from retained earnings, and that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 21 * Sewer Enterprise Budget (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate \$2,237,647 for the purpose of operating the sewer system, that to meet this appropriation, \$1,800,000 be raised from department receipts and \$437,647 be transferred from retained earnings.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 22 * Ambulance Enterprise Budget (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money for the purpose of health care, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or

take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate \$1,220,949 for the purpose of operating the ambulance service, that to meet this appropriation, \$852,870 be raised from department receipts, \$125,000 be transferred from retained earnings and \$243,079 be raised from general revenues.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 23 * Transportation Enterprise Budget (Majority vote)

To see if the Town will raise and appropriate, transfer or appropriate from available funds a sum of money for the purpose of transportation services, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate \$587,137 for the purpose of operating the transportation service, that to meet this appropriation, \$210,000 be raised from department receipts, \$235,575 be raised from general revenues and \$119,562 be transferred from commuter lot parking fees fund balance and \$22,000 be transferred from retained earnings.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 24 * Amend General Bylaws – Department Revolving Funds (Majority vote)

To see if the Town will vote to amend the General Bylaws, Chapter Y – Department Revolving Funds, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E½, Revolving Funds, as amended by appending the following row to the table in Section 5, “Authorized Revolving Funds,” or take any other action relative thereto.

Roadway Maintenance	Public Works Department	Receipts from permit fees	Costs to maintain public ways and incidental expenses	FY 2019, et seq.
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MOTION: Ms. Adachi moves that the Town adopt the General Bylaws amendment as set forth in the Article.
CONSENT MOTION CARRIES UNANIMOUSLY

Article 25 * Self-Funding Programs (Revolving Funds) (Majority vote)

To see if the Town will vote to limit on the total amount that may be expended from the revolving funds for the Historic District Commission, Building Department, Health Department, Transportation Service, Fire Department and Public Works Department as noted in the FY19 Authorized Expense column in the table below, or take any other action relative thereto.

Fund Balance 6/30/2017	FY18 Budgeted Revenue	FY18 Budgeted Expense	Fund Balance 6/30/2018	FY19 Estimated Revenue	FY19 Authorized Expense
Historic District Commission					
\$1,710	\$200	\$200	\$1,710	\$200	\$200
Building Department					
\$63,869	\$307,315	\$307,315	\$63,869	\$257,483	\$257,483
Sealer of Weights and Measures					
\$69,839	\$31,826	\$31,826	\$69,839	\$30,557	\$30,557
Hazardous Materials Inspection					
\$15,756	\$40,727	\$40,727	\$15,756	\$29,162	\$29,162
Food Service Inspection					
\$12,268	\$44,882	\$44,882	\$12,268	\$46,870	\$46,870
Stormwater					
\$52,093	\$19,550	\$19,550	\$52,093	\$19,550	\$19,550
CrossTown Connect					
\$15,576	\$180,000	\$180,000	\$15,576	\$180,000	\$180,000
Fire Alarm Network					
\$112,338	\$64,715	\$112,338	\$64,715	\$116,415	\$116,415
Roadway Maintenance					
				\$47,000	\$47,000
			Total	\$727,237	\$727,237

MOTION: Ms. Adachi moves that all revolving funds be authorized and continued in the amounts, for the purposes, and with the limits on the total amount that may be expended as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 26 Non-Binding Resolution – Great Road Water Supply
(Majority vote)

Resolved that Town Meeting supports the Board of Selectmen's execution of an agreement with the Town of Concord that commits Concord to supplying public water to existing and future customers along its water main in Great Road (Route 2A) in Acton, such agreement to be substantially in the form presented prior to Town Meeting.

Or take any other action relative thereto.

MOTION: Ms. Green moves that the Town adopt the non-binding resolution as set forth in the Article.

IClicker - A Yes - 63 25 % E No - 187 75%

MOTION FAILS

Article 28 # Non-Binding Resolution – Investigate the Cost of buying the KMart parcels
(Majority vote) (Currently Owned by Stop & Shop/Ahold)

Action Requested

Be it resolved that Town Meeting requests the Board of Selectmen (BoS) to take the following action: Prior to the BoS bringing any vote for the re-zoning of Kelley's Corner to Town Meeting, the BoS shall estimate the cost for the Town to purchase the KMart parcels (Parcel Numbers: F3-I16, F2-129-I, F3-139) examining all purchase options including those referred to as eminent domain, taking, or conventional land purchase, or any other purchase method. Or take any other action relative thereto.

Reporting Requirements and Reasoning

Town Meeting requests that the BoS prepare and release a report with the information. The information should include the cost to purchase the KMart parcels using the purchase methods referenced above. These estimates shall include legal fees, staff time, and the cost of borrowing the money. The report shall include an estimate of the rent that KMart is currently paying. The work to prepare this report should include contacting KMart to determine whether KMart is offi-

cially interested in continuing their Acton operation beyond the end of its Stop & Shop lease. The goal of the analysis is to help the Town Meeting members decide whether they want to purchase the subject properties before rezoning. The goal is to understand the cost of the Town purchasing the properties so that it can be in control of what happens to the parcel, as an alternative to the result of what a private owner/developer would do with the parcels. The cost of purchase analysis shall be completed and released by 45 days before the Town Meeting vote to rezone the property, so that Town Meeting is aware of a potentially valuable option. The reason that the analysis must be done in such a timely fashion is that the value of the property could be greatly impacted by zoning that is in place when such a purchase is made. The reason that controlling what happens to the parcels matters is that the parcels are critical to the Acton 2020 goals to create a town center in Kelley's Corner, which in large part includes the subject parcels. In sum, this action is needed because the potential benefits to our community that might result from town purchase should not be disregarded so early in the process. Let us not close off our options.

MOTION: Ms. Friedrichs moves that the Town adopt the non-binding resolution as set forth in the Article.

IClicker - A Yes - 143 82 % E No - 32 18 %

MOTION CARRIES

Ms. Berry will moderate Article 29.

Article 29 Transfer Real Property – 3-33 Knox Trail
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to transfer the real property shown as Parcel 21-2 on the Town of Acton Atlas Map J3 and in the deed recorded at the Middlesex South Registry of Deeds in Book 1223, Page 0117, contingent upon completion of the tax taking process, from the tax title custodian to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey such land on such terms and conditions and for such consideration, which may be non-monetary consideration, as the Selectmen may determine, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town authorize the transfer of the real property shown as Parcel 21-2 on Town of Acton Atlas Map J3, contingent upon completion of the tax title process, from the tax title custodian to the Board of Selectmen for the purpose of conveyance, and authorize the conveyance of that

property as set forth in the Article.

Kyle Coulter - motion to lay on the table

IClicker - A Yes - 14 10 % E No - 125 90 % Motion to lay on table failed

IClicker - A Yes - 134 97% E No - 4 3 %

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 30 Transfer Real Property – 4 Cherry Ridge Road (Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to transfer the real property shown as Parcel 36 on the Town of Acton Atlas Map F1 and in the deed recorded at the Middlesex South Registry of Deeds in Book 17912, Page 323, which land is currently held for general municipal purposes, from the tax title custodian to the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey such land on such terms and conditions and for such consideration, which may be non-monetary consideration, as the Selectmen may determine, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town authorize the transfer of the real property shown as Parcel 36 on Town of Acton Atlas Map F1, from its current custodian to the Board of Selectmen for the purpose of conveyance, and authorize the conveyance of that property as set forth in the Article.

IClicker - A Yes - 13599 % E No - 2 1 %

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Mr. Ashton returns to Moderate Article 31.

Article 31 Amend General Bylaws – Remove Hearing Requirement for Enforcement (Majority vote)

To see if the Town will vote to amend Section E25 of Chapter E of the General Bylaws of the Town to read as follows:

E25 Owners or keepers of animals in violation of the foregoing section shall be subject to fines or other remedies permitted by Chapter 140 of the General Laws as determined by the Board of Selectmen.

[Note: Changes to this Section are reflected below by strikethrough for deletions and underline for additions:

E25 Owners or keepers of animals in violation of the foregoing section shall, be subject to fines or other remedies permitted by Chapter 140 of the General Laws as determined by the Board of Selectmen.]

Or take any other action relative thereto.

MOTION: Ms. Gardner moves that the Town adopt the General Bylaws amendment as set forth in the Article.

MOTION CARRIES

Article 32 Amend General Bylaws – Appointment of Tree Warden (Majority vote)

To see if the Town will vote to amend Chapter B (Town Agencies & Officers) of the General Bylaws of the Town by adding the following Section B24:

*B24 Appointment of the Tree Warden
The Town Manager shall appoint a Tree Warden to carry out the duties as described in Massachusetts General Laws Chapter 87 and shall have general supervision over the Tree Warden.*

Or take any other action relative thereto.

MOTION: Mr. Chang moves that the Town adopt the General Bylaws amendment as set forth in the Article.

MOTION CARRIES

General Consent (two-thirds vote)

MOTION: Ms. Adachi moves that the Town take up the eight articles in the Consent Calendar on pages 69 through 76 of the Warrant: Articles 33, 34, 35, 36, 37, 38, 39 and 40.

Article 33 * Amend General Bylaws – Public Way Permits
Article 34 * Land Acquisition – Sidewalks

Article 35 * Highway Reimbursement Program
(Chapter 90)

Article 36 * Insurance Proceeds

Article 37 * Gifts or Grants

Article 38 * Federal and State Reimbursement Aid

Article 39 * Performance Bonds

Article 40 * Sale of Foreclosed Properties

Held from consent Article 33 * Amend General Bylaws
– Public Way Permits

**REMAINING ARTICLES UNDER THE CONSENT
MOTION CARRIES**

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

**Article 33 * Amend General Bylaws – Public
Way Permits**
(Majority vote)

To see if the Town will vote to amend Section E39 of Chapter E of the General Bylaws of the Town to read as follows:

E39. Public Way Obstruction/Destruction

No person shall break or dig up the surface for any purpose whatever; set or place any fence, post, tree, or edgestone, or alter or change the position or direction of any fence, post, tree or edgestone; swing any door or gate; or change the grade or width in, upon, or over any public way without the written license of the Board of Selectmen or its designee, which shall prescribe the limitations or restrictions of such activity.

[Note: Changes to this Section are reflected below by strikethrough for deletions and underline for additions:

E39. Public Way Obstruction/Destruction

No person shall break or dig up the surface for any purpose whatever; set or place any fence, post, tree, or edgestone, or alter or change the position or direction of any fence, post, tree or edgestone; swing any door or gate; or change the grade or width in, upon, or over any public way without the written license of the

Board of Selectmen or its designee, which shall prescribe the limitations or restrictions of such activity.]

or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town adopt the General Bylaws amendment as set forth in the Article.

Held from consent

MOTION FAILS

Article 34 * Land Acquisition – Sidewalks
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept deeds of easement interests or fee simple interests, on such terms and conditions as the Selectmen may determine and for a sidewalk along the frontage on the following public ways for all purposes which streets, sidewalks and ways are now or hereafter used in the Town, on such terms and conditions as the Selectmen may determine and in a final location or locations as the Selectmen may determine, on, across, over, and/or under the following land:

A. Parker Street Sidewalk

Land n/f of Arkady and Irina Khasin of 220 High Street (Parcels 134-2 as shown on the Town of Acton Atlas Map I-3)

B. Willow Street Sidewalk

Land n/f of Adam and Barrie Duchesneau of 33 Summer Street (Parcels 73-1 as shown on the Town of Acton Atlas Map F-2B)

C. Taylor Road Sidewalk

Land n/f of Paula J O'Sullivan, Trustee of Thistle Realty Trust of 2010, of 74 Taylor Road (Parcel 129 as shown on the Town of Acton Atlas Map F-3)

and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town authorize the acquisition of real property and easements as set forth in the article.

CONSENT MOTION CARRIES
Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney

General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 35 * Highway Reimbursement Program (Chapter 90)
(Majority vote)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for highway improvements under the authority of Massachusetts General Laws Chapter 90, and any other applicable laws, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town authorize the Town Manager to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

CONSENT MOTION CARRIES

Article 36 * Insurance Proceeds
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any insurance policy reimbursements of costs incurred as a result of any covered loss, including without limitation any liability insurance, property insurance, casualty insurance, workers' compensation insurance, health insurance, disability insurance, automobile insurance, police and fire injury and medical costs, and any other insurance of any name and nature whatsoever, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town Manager is authorized to accept insurance proceeds of any name and nature whatsoever from all sources and such funds are hereby appropriated.

CONSENT MOTION CARRIES

Article 37 * Gifts or Grants
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Laws Chapter 44, Section 53A as amended, and any interest thereon, and that, consistent with the requirements of Massachusetts General Laws, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of

Selectmen or the Town Manager may determine, for the stated purposes of the gifts or grants, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Laws, Chapter 44, Section 53A, and any interest thereon, are hereby appropriated for the stated purposes of the gifts or grants, and may be expended with the approval of the Board of Selectmen or otherwise as stated in Section 53A.

CONSENT MOTION CARRIES

Article 38 * Federal and State Reimbursement Aid
(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, and that, consistent with the requirements of Massachusetts General Laws Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town Manager is authorized to accept Federal and State reimbursement funds from all sources and that such funds are hereby appropriated for the purposes outlined by such reimbursement.

CONSENT MOTION CARRIES

Article 39 * Performance Bonds
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any performance bonds for the purposes stated in said bonds available as a result of any default, non-performance or other covered conditions, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town appropriate the proceeds of any performance bonds, for the purposes stated in said bonds, available as a result of any default, non-performance or other covered conditions.

CONSENT MOTION CARRIES

Article 40 * Sale of Foreclosed Properties
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to dispose of foreclosed properties acquired by the Town for nonpayment of taxes in accordance with the provisions of Massachusetts General Laws, or take any other action relative thereto.

MOTION: Ms. Adachi moves in the words of the Article.

CONSENT MOTION CARRIES
Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

MOTION TO DISSOLVE: Ms. Adachi moves to dissolve the Annual Town Meeting at 10:47pm.

MOTION TO DISSOLVE CARRIES

ABSTRACT OF THE SPECIAL TOWN MEETING HELD MONDAY, DECEMBER 3, 2018, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM

NUMBER OF REGISTERED VOTERS
ATTENDING TOWN MEETING
DECEMBER 3, 2018 – 1097

The Moderator, Mr. Peter Ashton, called the Special Town Meeting to order on Monday, December 3, 2018, at 7:05PM.

Mr. Ashton gave a brief overview of the process of Town Meeting.

Mr. Ashton introduced the chairman of the Board of Selectmen, Katie Green, who then introduced the members at the table. Joan Gardner – Vice Chair, Jon Benson – Clerk, as well as Peter Berry, and Janet Adachi members of the Board of Selectmen. In addition, Town Manager – John Mangiaratti Nina Pickering Cook - Town Counsel, and Eva Szkaradek - Town Clerk.

The Moderator introduced the Chair of the Finance Committee Jason Cole, who then introduced the members at the table. Roland Bourdon III – V Chair, Steve Noone, Jeff Bergart, Christi Andersen, Christine Russell, Michael F. Majors, Thomas Farley and Sahana Purohit, Associate member.

The Moderator asked Town Meeting to vote to allow Non Resident Town Staff, to speak to the Articles of this Special Town Meeting if needed.
Motion carries to allow speakers.

The Moderator gave a presentation on the iClicker, the new Electronic Voting equipment that we will use at this Town Meeting. The new voting process was voted at the Special Town Meeting held October 5, 2016, Article 2, adding section A7 to the Town Bylaws.

The Moderator presented two practice motions to test the iClicker.

Practice Motion #1:

Motion is do you believe the Patriots will make it to the Super Bowl? IClicker - A Yes - 665 74% E No - 239 26%

Practice Motion #2:

Motion all those who believe they have mastered the art of Electronic Voting and we should move on to the business of Town Meeting, please vote yes?

IClicker - A Yes - 838 91% E No - 78 9%

Article 1 Amend General Bylaws – Chapter Z – Marijuana Establishments
(Majority vote)

To see if the Town will vote to amend the General Bylaws by adding Chapter Z – Marijuana Establishments, or take any other action relative thereto.

CHAPTER Z – MARIJUANA ESTABLISHMENTS

The operation within the Town of Acton of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution, or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined by and registered under Chapter 369 of the Acts of 2012.

MOTION: Ms. Green moves that the Town amend the General Bylaws as set forth in the Article.

IClicker - A Yes - 811 76% E No - 261 24%

MOTION CARRIES

Article 2 Amend Zoning Bylaw – Regulation of Marijuana Retail

(Two-thirds vote)

To see if the Town of Acton will vote to amend the Zoning Bylaw - Section 3, Table of Principal Uses, Principal Use Definitions, and Accessory Use Regulations as follows:

1. In the Table of Principal Uses, insert a new line 3.5.26 as follows:

		RESIDENTIAL DISTRICTS				VILLAGE DISTRICTS					OFFICE DISTRICTS		BUSINESS DISTRICTS		
		R-2, R-4, R-8, R-8/4, R-10 & R-10/8	R-A	R-AA	VR	EAV	EAV2	NAV	SAV	WAV	OP-1	OP-2	KC	LB	PM
3.5 BUSINESS USES															
3.5.26	Marijuana Retailer	N	N	N	N	SPS	SPS	N	N	N	N	N	N	SPS	SPS

INDUSTRIAL DISTRICTS					S.P. OFFICE DISTRICTS	
GI	LI	LI-1	SM	TD	ARC	SITE PLAN
N	N	N	N	N	N	R

2. Under Principal Use Definitions, insert a new Section 3.5.26 as follows:

3.5.26 Marijuana Retailer - an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers as defined by Massachusetts General Law Chapter 94G, Section 1.

3.5.26.1 No Marijuana Retailer shall be established within 500 feet of an existing public or private school providing education in kindergarten or any of grades 1 through 12.

3.5.26.2 All Marijuana Retailers shall be separated from each other by a distance of at least 2,500

feet.

3.5.26.3 There shall not be more Marijuana Retailers than 20% of the number of package liquor stores in the Town of Acton, rounded up to the nearest integer, in accordance with Massachusetts General Law Chapter 94G, Section 3.

3.5.26.4 The maximum NET FLOOR AREA of any one Marijuana Retailer shall not exceed 5,000 square feet in size.

3. Amend Section 3.2.1, Definition of Agriculture, by inserting after the words “the sale of farm products”, the following new phrase:
“; but not including the growing, cultivation, distribution or dispensation of marijuana”.

[Note – Section 3.2.1 currently reads:

3.2.1 Agriculture – Agriculture or farming as defined in M.G.L. Ch. 128, s. 1A; the boarding, keeping or raising of livestock, including horses, as a commercial enterprise; aquaculture; silviculture; horticulture; floriculture; or viticulture; the use of BUILDINGS and STRUCTURES for the primary purpose of these activities; and the sale of farm products (insertion place for proposed amendment). The aforesaid uses and activities shall be limited to parcels of 2 acres or more, whereby land divided by a public or private way or a waterway shall be construed as one parcel, and they shall be subject to and in conformance with the definitions, criteria, thresholds, and requirements as they pertain to these activities conducted on not less than 2 acres or not less than 5 acres, respectively, all as set forth in MGL Ch. 40A, s. 3.

MOTION: Ms. Green moves that the Town take no action under Article 2.

IClicker - A Yes - 749 84% E No - 139 16%

MOTION CARRIES

Motion to reconsider the vote on Article 1

IClicker - A Yes - 107 11% E No - 834 89%

MOTION FOR CONSIDERATION FAILED

Article 3 Adopt Local Option Excise on Retail Marijuana Sales
(Majority vote)

To see if the Town will vote to accept Massachusetts General Laws, Chapter 64N, Section 3, to impose a local excise on retail sales of marijuana at the rate of 3 percent, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town take no action under Article 3.

MOTION CARRIES

Article 4 Amend Zoning Bylaw – Extension of Marijuana Establishment Temporary Moratorium
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw to extend the existing temporary moratorium on marijuana establishments, which temporary moratorium is in place to permit appropriate planning by the Town, by amending Section 3.12.3, "Temporary

Moratorium," striking and replacing "December 31, 2018" with the following: "the earliest of (1) the Attorney General's approval of the Town's General Bylaw banning recreational marijuana establishments, (2) the Town's approval of a Zoning Bylaw regulating the time, place, and manner of the sale of recreational marijuana, or (3) June 30, 2019.", or to take any other action relative thereto.

MOTION: Ms. Green moves that the Town amend the Zoning Bylaw as set forth in the Article.

IClicker - A Yes - 817 91% E No - 84 9%

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

MOTION TO DISSOLVE: Ms. Green moves to dissolve the Special Town Meeting at 9:01pm.

MOTION TO DISSOLVE CARRIES

TOWN ELECTIONS AND STATISTICS

TOWN OF ACTON ANNUAL TOWN ELECTION MARCH 28, 2017

Vote Count	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	Total	%
TOTAL VOTED	228	369	436	418	310	278	2039	13.66%

TOTAL # REGISTERED VOTERS	2480	2590	2498	2571	2554	2239	14932
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MODERATOR

BLANKS	28	64	64	65	49	34	304	14.91%
PETER K. ASHTON	197	298	350	346	259	238	1688	82.79%
ALAN NITSCHHELM	1	2	10	0	1	4	18	0.88%
SCATTERED	2	5	12	7	1	2	29	1.42%
	228	369	436	418	310	278	2039	100.00%

BOARD OF SELECTMAN

BLANKS	3	10	10	12	13	11	59	2.89%
JON BENSON	133	225	288	292	187	166	1291	63.32%
TERRA FRIEDRICHS	92	132	136	114	110	99	683	33.50%
SCATTERED	0	2	2	0	0	2	6	0.29%
	228	369	436	418	310	278	2039	100.00%

SCHOOL COMMITTEE (3YR) (vote-2)

BLANKS	116	265	302	300	217	181	1381	33.86%
DIANE M. BAUM	167	248	291	282	206	204	1398	34.28%
ANGIE TSO	172	218	268	251	196	165	1270	31.14%
JOHN PETERSEN	0	3	0	1	0	3	7	0.17%
SCATTERED	1	4	11	2	1	3	22	0.54%
	456	738	872	836	620	556	4078	100.00%

SCHOOL COMMITTEE (1YR)

BLANKS	12	30	30	24	18	14	128	6.28%
GINNY SINKEL KREMER	98	190	235	246	166	146	1081	53.02%
JOHN S. PETERSEN	117	149	170	148	125	118	827	40.56%
SCATTERED	1	0	1	0	1	0	3	0.15%
	228	369	436	418	310	278	2039	100.00%

LIBRARY TRUSTEE

BLANKS	28	67	85	56	52	40	328	16.09%
PAMELA LYNN	200	302	348	362	257	238	1707	83.72%
SCATTERED	0	0	3	0	1	0	4	0.20%
	228	369	436	418	310	278	2039	100.00%

LIBRARY TRUSTEE

BLANKS	86	104	89	69	49	58	455	34.03%
HARVEY P. BERLINER	39	51	97	60	42	36	325	24.31%
THOMAS M. LEMIRE	38	50	51	59	30	46	274	20.49%
TORI W. ORR	43	72	29	33	49	50	276	20.64%
SCATTERED	1	0	4	1	1	0	7	0.52%
	207	277	270	222	171	190	1337	100.00%

WATER COMMISSIONER

BLANKS	12	31	55	55	41	36	230	11.28%
LEONARD A. PHILLIPS	57	147	134	187	108	101	734	36.00%
ERIKA AMIR-LIN	159	190	246	175	161	140	1071	52.53%
SCATTERED	0	1	1	1	0	1	4	0.20%
	228	369	436	418	310	278	2039	100.00%

**WATER DISTRICT
MODERATOR**

BLANKS	37	70	87	73	61	49	377	18.49%
RICHARD P. O'BRIEN	190	296	346	345	248	228	1653	81.07%
SCATTERED	1	3	3	0	1	1	9	0.44%
	228	369	436	418	310	278	2039	100.00%

**TOWN OF ACTON
STATE PRIMARY
SEPTEMBER 4, 2018**

Vote Count	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	Total	%
TOTAL VOTED	647	784	877	869	804	674	4655	30.69%
Registered Democrat	696	709	737	783	734	683	4342	
Registered Republican	223	274	215	212	205	236	1365	
Registered Libertarian	4	3	3	11	5	5	31	
Registered Unenrolled	1601	1608	1535	1600	1622	1327	9293	
Other	27	30	17	26	15	21	136	
TOTAL # REGISTERED VOTERS	2551	2624	2507	2632	2581	2272	15167	

DEMOCRAT

SENATOR IN CONGRESS

BLANK	29	70	47	45	42	33	266	6.77%
ELIZABETH WARREN	494	579	703	690	637	519	3622	92.21%
SCATTERED	3	8	6	7	9	7	40	1.02%
TOTAL	526	657	756	742	688	559	3928	100.00%

GOVERNOR

BLANKS	104	118	105	138	125	96	686	17.46%
JAY M. GONZALEZ	301	384	445	431	379	319	2259	57.51%
BOB MASSIE	115	152	197	169	175	133	941	23.96%
CHARLIE BAKER	6	3	9	3	7	9	37	0.94%
SCATTERED	0	0	0	1	2	2	5	0.13%
TOTAL	526	657	756	742	688	559	3928	100.00%

**LIEUTENANT
GOVERNOR**

BLANKS	122	145	138	148	138	120	811	20.65%
QUENTIN PALFREY	263	344	403	383	343	294	2030	51.68%
JIMMY TINGLE	140	168	213	207	204	140	1072	27.29%
SCATTERED	1	0	2	4	3	5	15	0.38%
TOTAL	526	657	756	742	688	559	3928	100.00%

ATTORNEY GENERAL

BLANKS	49	73	57	57	50	50	336	8.55%
MAURA HEALEY	476	583	697	683	636	507	3582	91.19%
SCATTERED	1	1	2	2	2	2	10	0.25%
TOTAL	526	657	756	742	688	559	3928	100.00%

SECRETARY OF STATE

BLANKS	41	41	55	48	40	33	258	6.57%
WILLIAM FRANCIS GALVIN	312	393	425	440	429	321	2320	59.06%
JOSH ZAKIM	173	223	276	254	219	204	1349	34.34%
SCATTERED	0	0	0	0	0	1	1	0.03%
TOTAL	526	657	756	742	688	559	3928	100.00%

TREASURER

BLANKS	88	144	126	112	126	109	705	17.95%
DEBORAH B. GOLDBERG	438	512	630	627	561	450	3218	81.92%
SCATTERED	0	1	0	3	1	0	5	0.13%
TOTAL	526	657	756	742	688	559	3928	100.00%

AUDITOR

BLANKS	97	159	158	126	132	121	793	20.19%
SUZANNE M. BUMP	429	496	597	614	556	438	3130	79.68%
SCATTERED	0	2	1	2	0	0	5	0.13%
TOTAL	526	657	756	742	688	559	3928	100.00%

**REPRESENTATIVE
IN CONGRESS**

BLANKS	10	10	6	5	8	7	46	1.17%
JEFFREY D. BALLINGER	6	9	14	2	4	3	38	0.97%
ALEXANDRA E. CHANDLER	52	50	103	121	92	73	491	12.50%
BEEJ DAS	21	21	9	13	15	12	91	2.32%
RUFUS GIFFORD	114	167	158	152	197	134	922	23.47%
LEONARD H. GOLDER	5	3	5	2	6	1	22	0.56%
DANIEL ARRIGG KOH	109	135	109	145	84	91	673	17.13%
BARBARA A. L'ITALIEN	108	111	191	174	112	105	801	20.39%
BOPHA MALONE	5	1	1	3	8	7	25	0.64%
JUANA B. MATIAS	25	37	60	32	53	28	235	5.98%
LORI LOUREIRO TRAHAN	71	113	100	93	109	97	583	14.84%
SCATTERED	0	0	0	0	0	1	1	0.03%
TOTAL	526	657	756	742	688	559	3928	100.00%

COUNCILLOR

BLANKS	111	155	150	151	146	130	843	21.46%
MARILYN M. PETITTO DEVANEY	280	334	376	402	364	291	2047	52.11%
NICK CARTER	135	165	230	188	178	138	1034	26.32%
SCATTERED	0	3	0	1	0	0	4	0.10%
TOTAL	526	657	756	742	688	559	3928	100.00%

**SENATOR IN
GENERAL COURT**

BLANKS	67	91	76	70	62	63	429	10.92%
JAMES B. ELDRIDGE	459	565	679	666	624	494	3487	88.77%
SCATTERED	0	1	1	6	2	2	12	0.31%
TOTAL	526	657	756	742	688	559	3928	100.00%

**REPRESENTATIVE
IN GENERAL COURT
(14TH)**

BLANKS	71	80	XXX	XXX	XXX	57	208	11.94%
BENJAMIN BLOOMENTHAL	104	189	XXX	XXX	XXX	140	433	24.86%
TAMI L. GOUVEIA	332	368	XXX	XXX	XXX	342	1042	59.82%
CHRISTIAN W. KRUEGER	19	18	XXX	XXX	XXX	20	57	3.27%
SCATTERED	0	2	XXX	XXX	XXX	0	2	0.11%
TOTAL	526	657	0	0	0	559	1742	100.00%

**REPRESENTATIVE
IN GENERAL COURT
(37TH)**

BLANKS	XXX	XXX	104	86	95	XXX	285	13.04%
JENNIFER E. BENSON	XXX	XXX	652	655	589	XXX	1896	86.73%
SCATTERED	XXX	XXX	0	1	4	XXX	5	0.23%
TOTAL	0	0	756	742	688	0	2186	100.00%

DISTRICT ATTORNEY

BLANKS	92	103	116	105	100	84	600	15.27%
MARIAN T. RYAN	272	337	340	360	320	279	1908	48.57%
DONNA PATALANO	162	216	300	276	268	196	1418	36.10%
SCATTERED	0	1	0	1	0	0	2	0.05%
TOTAL	526	657	756	742	688	559	3928	100.00%

CLERK OF COURTS

BLANKS	126	170	173	151	147	133	900	22.91%
MICHAEL A. SULLIVAN	400	486	582	590	539	426	3023	76.96%
SCATTERED	0	1	1	1	2	0	5	0.13%
TOTAL	526	657	756	742	688	559	3928	100.00%

REGISTER OF DEEDS

BLANKS	122	159	171	147	142	127	868	22.10%
MARIA C. CURTATONE	404	495	584	593	544	432	3052	77.70%
SCATTERED	0	3	1	2	2	0	8	0.20%
TOTAL	526	657	756	742	688	559	3928	100.00%

REPUBLICAN**SENATOR IN CONGRESS**

BLANKS	6	6	8	5	7	7	39	5.52%
GEOFF DIEHL	68	56	70	60	59	61	374	52.90%
JOHN KINGSTON	20	28	15	28	19	22	132	18.67%
BETH JOYCE	19	34	27	30	27	21	158	22.35%
LINDSTROM								
SCATTERED	2	1	0	0	0	1	4	0.57%
TOTAL	115	125	120	123	112	112	707	100.00%

GOVERNOR

BLANKS	2	2	1	0	0	0	5	0.71%
CHARLES D. BAKER	80	85	75	80	76	73	469	66.34%
SCOTT D. LIVELY	32	38	44	43	35	39	231	32.67%
SCATTERED	1	0	0	0	1	0	2	0.28%
TOTAL	115	125	120	123	112	112	707	100.00%

**LIEUTENANT
GOVERNOR**

BLANKS	26	20	26	31	22	23	148	20.93%
KARYN E. POLITO	89	103	91	92	88	88	551	77.93%
SCATTERED	0	2	3	0	2	1	8	1.13%
TOTAL	115	125	120	123	112	112	707	100.00%

ATTORNEY GENERAL

BLANKS	26	30	26	26	20	22	150	21.22%
JAMES R. MCMAHON, III	62	56	62	56	55	50	341	48.23%
DANIEL L. SHORES	27	37	31	41	36	40	212	29.99%
SCATTERED	0	2	1	0	1	0	4	0.57%
TOTAL	115	125	120	123	112	112	707	100.00%

SECRETARY OF STATE

BLANKS	28	38	36	36	23	32	193	27.30%
ANTHONY M. AMORE	85	86	82	86	88	80	507	71.71%
SCATTERED	2	1	2	1	1	0	7	0.99%
TOTAL	115	125	120	123	112	112	707	100.00%

TREASURER

BLANKS	33	36	41	40	28	36	214	30.27%
KEIKO M. ORRALL	80	89	77	83	83	76	488	69.02%
SCATTERED	2	0	2	0	1	0	5	0.71%
TOTAL	115	125	120	123	112	112	707	100.00%

AUDITOR

BLANKS	32	31	39	40	24	32	198	28.01%
HELEN BRADY	82	94	79	83	88	80	506	71.57%
SCATTERED	1	0	2	0	0	0	3	0.42%
TOTAL	115	125	120	123	112	112	707	100.00%

**REPRESENTATIVE
IN CONGRESS**

BLANKS	31	29	35	31	23	22	171	24.19%
RICK GREEN	81	95	83	90	89	89	527	74.54%
SCATTERED	3	1	2	2	0	1	9	1.27%
TOTAL	115	125	120	123	112	112	707	100.00%

COUNCILLOR

BLANKS	93	95	91	102	95	88	564	79.77%
AARON HUTCHINS	8	4	12	4	1	6	35	4.95%
SCATTERED	14	26	17	17	16	18	108	15.28%
TOTAL	115	125	120	123	112	112	707	100.00%

**SENATOR IN
GENERAL COURT**

BLANKS	28	27	30	30	23	30	168	23.76%
MARGARET W. BUSSE	87	98	88	93	88	82	536	75.81%
SCATTERED	0	0	2	0	1	0	3	0.42%
TOTAL	115	125	120	123	112	112	707	100.00%

**REPRESENTATIVE IN
GENERAL COURT
(14TH)**

BLANKS	114	106	XXX	XXX	XXX	103	323	91.76%
SCATTERED	1	19	XXX	XXX	XXX	9	29	8.24%
TOTAL	115	125	0	0	0	112	352	100.00%

**REPRESENTATIVE IN
GENERAL COURT
(37TH)**

BLANKS	XXX	XXX	109	112	98	XXX	319	89.86%
SCATTERED	XXX	XXX	11	11	14	XXX	36	10.14%
TOTAL	0	0	120	123	112	0	355	100.00%

DISTRICT ATTORNEY

BLANKS	114	107	108	113	101	105	648	91.65%
SCATTERED	1	18	12	10	11	7	59	8.35%
TOTAL	115	125	120	123	112	112	707	100.00%

CLERK OF COURTS

BLANKS	113	112	112	113	103	106	659	93.21%
SCATTERED	2	13	8	10	9	6	48	6.79%
TOTAL	115	125	120	123	112	112	707	100.00%

REGISTER OF DEEDS

BLANKS	114	113	111	115	103	105	661	93.49%
SCATTERED	1	12	9	8	9	7	46	6.51%
TOTAL	115	125	120	123	112	112	707	100.00%

LIBERTARIAN**SENATOR IN CONGRESS**

BLANKS	4	1	1	1	3	3	13	65.00%
SCATTERED	2	1	0	3	1	0	7	35.00%
TOTAL	6	2	1	4	4	3	20	100.00%

GOVERNOR

BLANKS	3	2	1	0	2	3	11	55.00%
SCATTERED	3	0	0	4	2	0	9	45.00%
TOTAL	6	2	1	4	4	3	20	100.00%

**LIEUTENANT
GOVERNOR**

BLANKS	5	2	1	0	2	3	13	65.00%
SCATTERED	1	0	0	4	2	0	7	35.00%
TOTAL	6	2	1	4	4	3	20	100.00%

ATTORNEY GENERAL

BLANKS	5	2	1	0	4	3	15	75.00%
SCATTERED	1	0	0	4	0	0	5	25.00%
TOTAL	6	2	1	4	4	3	20	100.00%

SECRETARY OF STATE

BLANKS	4	2	1	0	3	2	12	60.00%
SCATTERED	2	0	0	4	1	1	8	40.00%
TOTAL	6	2	1	4	4	3	20	100.00%

TREASURER

BLANKS	5	2	1	2	4	3	17	85.00%
SCATTERED	1	0	0	2	0	0	3	15.00%
TOTAL	6	2	1	4	4	3	20	100.00%

AUDITOR

BLANKS	3	2	0	0	3	0	8	40.00%
DANIEL FISHMAN	2	0	1	3	1	3	10	50.00%
SCATTERED	1	0	0	1	0	0	2	10.00%
TOTAL	6	2	1	4	4	3	20	100.00%

**REPRESENTATIVE IN
CONGRESS**

BLANKS	3	2	1	0	3	3	12	60.00%
SCATTERED	3	0	0	4	1	0	8	40.00%
TOTAL	6	2	1	4	4	3	20	100.00%

COUNCILLOR

BLANKS	5	1	1	1	4	3	15	75.00%
SCATTERED	1	1	0	3	0	0	5	25.00%
TOTAL	6	2	1	4	4	3	20	100.00%

**SENATOR IN
GENERAL COURT**

BLANKS	5	2	1	1	4	3	16	80.00%
SCATTERED	1	0	0	3	0	0	4	20.00%
TOTAL	6	2	1	4	4	3	20	100.00%

**REPRESENTATIVE IN
GENERAL COURT
(14TH)**

BLANKS	4	2	XXX	XXX	XXX	3	9	81.82%
SCATTERED	2	0	XXX	XXX	XXX	0	2	18.18%
TOTAL	6	2	0	0	0	3	11	100.00%

**REPRESENTATIVE IN
GENERAL COURT
(37TH)**

BLANKS	XXX	XXX	1	1	4	XXX	6	66.67%
SCATTERED	XXX	XXX	0	3	0	XXX	3	33.33%
TOTAL	0	0	1	4	4	0	9	100.00%

DISTRICT ATTORNEY

BLANKS	6	1	1	1	4	3	16	80.00%
SCATTERED	0	1	0	3	0	0	4	20.00%
TOTAL	6	2	1	4	4	3	20	100.00%

CLERK OF COURTS

BLANKS	6	1	1	1	4	3	16	80.00%
SCATTERED	0	1	0	3	0	0	4	20.00%
TOTAL	6	2	1	4	4	3	20	100.00%

REGISTER OF DEEDS

BLANKS	5	1	1	1	4	3	15	75.00%
SCATTERED	1	1	0	3	0	0	5	25.00%
TOTAL	6	2	1	4	4	3	20	100.00%

**TOWN OF ACTON SPECIAL TOWN ELECTION
NOVEMBER 6, 2018**

VOTE COUNT	PCT 1	PCT 2	PCT 3	PCT4	PCT5	PCT6	TOTAL	%
TOTALS - SPECIAL TOWN ELECTION	1744	1924	1908	1985	1891	1645	11097	72.12%
TOTAL # REGISTERED VOTERS	2583	2656	2536	2684	2619	2309	15387	
SPECIAL TOWN ELECTION								
QUESTION 1								
SHALL THIS TOWN ADOPT THE FOLLOWING BYLAW? CHAPTER Z – MARIJUANA ESTABLISHMENTS. The operation within the Town of Acton of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana related business, is prohibited. This prohibition shall not apply to the sale, distribution, or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined by and registered under Chapter 369 of the Acts of 2012.								
BLANK	15	10	11	10	12	10	68	0.61%
YES	981	1019	918	895	883	856	5552	50.03%
NO	748	895	979	1080	996	779	5477	49.36%
TOTAL	1744	1924	1908	1985	1891	1645	11097	100.00%

**TOWN OF ACTON
STATE ELECTION
NOVEMBER 6, 2018**

Vote Count	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	Total	%
TOTAL - STATE ELECTION	1766	1941	1918	1991	1903	1665	11184	72.68%
TOTAL # REGISTERED VOTERS	2583	2656	2536	2684	2619	2309	15387	
<i>SENATOR IN CONGRESS</i>								
BLANK	21	30	25	31	26	27	160	1.43%
ELIZABETH WARREN	1254	1319	1397	1470	1371	1172	7983	71.38%
GEOFF DIEHL	419	524	431	409	436	392	2611	23.35%
SHIVA AYYADURAI	72	67	64	78	70	73	424	3.79%
SCATTERED	0	1	1	3	0	1	6	0.05%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%
<i>GOVERNOR and LIEUTENANT GOVERNOR</i>								
BLANK	40	43	39	36	44	45	247	2.21%
BAKER - POLITO	1074	1230	1141	1159	1152	1018	6774	60.57%
GONZALEZ - PALFREY	649	666	732	790	707	597	4141	37.03%
SCATTERED	3	2	6	6	0	5	22	0.20%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%
<i>ATTORNEY GENERAL</i>								
BLANK	37	37	44	39	36	29	222	1.98%
MAURA HEALEY	1323	1468	1511	1592	1504	1301	8699	77.78%
JAMES R. MCMAHON, III	406	435	363	360	363	335	2262	20.23%
SCATTERED	0	1	0	0	0	0	1	0.01%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%
<i>SECRETARY OF STATE</i>								
BLANK	61	57	73	54	57	50	352	3.15%
WILLIAM FRANCIS GALVIN	1298	1433	1459	1552	1450	1256	8448	75.54%
ANTHONY M. AMORE	358	383	316	309	312	302	1980	17.70%
JUAN G. SANCHEZ, JR	47	66	70	76	84	57	400	3.58%
SCATTERED	2	2	0	0	0	0	4	0.04%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

TREASURER

BLANK	88	86	105	82	80	70	511	4.57%
DEBORAH B. GOLDBERG	1258	1364	1377	1474	1385	1196	8054	72.01%
KEIKO M. ORRALL	381	435	367	363	367	346	2259	20.20%
JAMIE M. GUERIN	38	55	69	71	71	53	357	3.19%
SCATTERED	1	1	0	1	0	0	3	0.03%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

AUDITOR

BLANK	90	107	115	101	96	75	584	5.22%
SUZANNE M. BUMP	1143	1203	1211	1340	1243	1083	7223	64.58%
HELEN BRADY	437	510	430	413	417	408	2615	23.38%
DANIEL FISHMAN	68	74	105	90	91	65	493	4.41%
EDWARD J. STAMAS	28	45	57	47	56	32	265	2.37%
SCATTERED	0	2	0	0	0	2	4	0.04%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

**REPRESENTATIVE
IN CONGRESS**

BLANK	39	44	48	36	47	32	246	2.20%
RICK GREEN	433	464	389	374	363	355	2378	21.26%
LORI LOUREIRO TRAHAN	1244	1340	1389	1478	1372	1192	8015	71.66%
MICHAEL P. MULLEN	49	92	91	103	121	86	542	4.85%
SCATTERED	1	1	1	0	0	0	3	0.03%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

COUNCILLOR

BLANK	344	463	440	364	404	364	2379	21.27%
MARILYN M. PETITTO DEVANEY	1412	1468	1460	1617	1492	1290	8739	78.14%
SCATTERED	10	10	18	10	7	11	66	0.59%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

**SENATOR IN
GENERAL COURT**

BLANK	36	36	41	40	46	43	242	2.16%
JAMES B. ELDRIDGE	1228	1295	1381	1482	1368	1187	7941	71.00%
MARGARET W. BUSSE	467	576	454	416	426	398	2737	24.47%
TERRA FRIEDRICHS	34	34	42	53	62	37	262	2.34%
SCATTERED	1	0	0	0	1	0	2	0.02%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

**REPRESENTATIVE IN
GENERAL COURT 14TH**

BLANK	235	278	XXX	XXX	XXX	239	752	14.00%
DANIEL L. FACTOR	150	158	XXX	XXX	XXX	153	461	8.58%
TAMI L. GOUVEIA	1378	1501	XXX	XXX	XXX	1266	4145	77.16%
SCATTERED	3	4	XXX	XXX	XXX	7	14	0.26%
TOTAL	1766	1941	0	0	0	1665	5372	100.00%

**REPRESENTATIVE IN
GENERAL COURT 37TH**

BLANK	XXX	XXX	352	307	358	XXX	1017	17.50%
JENNIFER E. BENSON	XXX	XXX	1553	1672	1539	XXX	4764	81.97%
SCATTERED	XXX	XXX	13	12	6	XXX	31	0.53%
TOTAL	0	0	1918	1991	1903	0	5812	100.00%

DISTRICT ATTORNEY

BLANK	318	422	390	338	374	332	2174	19.44%
MARIAN T. RYAN	1443	1513	1520	1644	1525	1326	8971	80.21%
SCATTERED	5	6	8	9	4	7	39	0.35%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

CLERK OF COURTS

BLANK	327	440	411	353	389	342	2262	20.23%
MICHAEL A. SULLIVAN	1433	1498	1499	1627	1513	1317	8887	79.46%
SCATTERED	6	3	8	11	1	6	35	0.31%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

REGISTER OF DEEDS

BLANKS	331	450	406	352	397	354	2290	20.48%
MARIA C. CURTATONE	1429	1486	1502	1628	1504	1305	8854	79.17%
SCATTERED	6	5	10	11	2	6	40	0.36%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%
SCATTERED	1	0	0	0	1	0	2	0.02%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

QUESTION 1								
LAW PROPOSED BY INITIATIVE PETITION Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018? SUMMARY: This proposed law would limit how many patients could be assigned to each registered nurse in Massachusetts hospitals and certain other health care facilities.								
BLANK	155	138	84	121	121	102	721	6.45%
YES	440	370	505	479	450	372	2616	23.39%
NO	1171	1433	1329	1391	1332	1191	7847	70.16%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%
LAW PROPOSED BY INITIATIVE PETITION Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018? SUMMARY: This proposed law would create a citizens commission to consider and recommend potential amendments to the United States Constitution to establish that corporations do not have the same Constitutional rights as human beings and that campaign contributions and expenditures may be regulated.								
BLANK	66	61	40	36	44	57	304	2.72%
YES	1325	1479	1505	1585	1491	1279	8664	77.47%
NO	375	401	373	370	368	329	2216	19.81%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

QUESTION 1								
REFERENDUM ON AN EXISTING LAW Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on July 7, 2016? SUMMARY: This law adds gender identity to the list of prohibited grounds for discrimination in places of public accommodation, resort, or amusement.								
BLANK	57	46	35	30	37	53	258	2.31%
YES	1263	1468	1505	1612	1458	1278	8584	76.75%
NO	446	427	378	349	408	334	2342	20.94%
TOTAL	1766	1941	1918	1991	1903	1665	11184	100.00%

OTHER INFORMATION

REGISTERED VOTER STATISTICS	2018
DEMOCRAT	4483
REPUBLICAN	1338
UNENROLLED	9474
OTHERS	171
TOTAL REGISTERED VOTERS	15466
UNREGISTERED	5997
POPULATION	21463

DOG STATISTICS

DOG LICENSES ISSUED	1999
KENNEL LICENSES ISSUED	2

VITAL STATISTICS

BIRTHS RECORDED	189
MARRIAGES RECORDED	81
DEATHS RECORDED	165

DEATHS

NAME	DOD	AGE
SPEICHER, DAVID SCOTT	01/02/18	58
WALL, MARY M	01/05/18	95
ROBERGE, BARBARA A	01/04/18	85
BICCHIERI, ROBERT P	01/10/18	78
FLOOD, HAROLD WILLIAM	01/09/18	95
KALDENBACH, MARTA MONTEMAYOR	01/11/18	85
SAHATJIAN, ELIZABETH FRANCES	01/13/18	87
HAYES, JOHN ALSOP	01/13/18	88
SANTHANAKRISHNAN, MAHESHWARAN THIRUNELVELI	01/16/18	52
OVERCASH, MARY LOUISE	01/15/18	88
RIBEIRINHA, MANUEL R	01/16/18	89
BEER, GWENDOLINE KENDALL	01/17/18	84
FRANGULES, ANDREW	01/12/18	89
CALANDRELLA, ANNE-MARIE	01/17/18	77
BEAUDOIN, RAYMOND JAMES	01/18/18	67
BRIGHT JR, WILLIAM DAVID	01/20/18	86
TUCKER, JULIE ANNE E	01/19/18	85
CAVOOTO, GLORIA JEAN	01/23/18	87
LAGRASSA, PETER CARL	01/22/18	53

BEER, FRANCIS ALFRED	01/23/18	83
COPPOLINO, NANCY M	01/22/18	63
SHANE, ARTHUR	01/28/18	74
NESSMAN, DENNIS EARL	01/28/18	84
PEIRCE JR, PALO A	02/02/18	82
LEARY, PATRICIA D	02/01/18	93
MORITZ, CLEMENT	02/01/18	98
FUERY, FRANCIS G	02/02/18	85
VON JESS, JOHN GOODLOE	02/09/18	86
BOGHANI, BALVANTRAI PRANLAL	02/12/18	96
FLANNERY, CECELIA JOAN	02/16/18	86
BECKMAN, IRWIN WARREN	02/11/18	75
CANTORE, PHILLIP	02/16/18	82
ROSS, JANE M	02/21/18	74
MACCRACKEN, RICHARD AVERY	02/19/18	94
SELLING, ROBERT M	02/17/18	90
PICKERING, RONALD L	02/24/18	85
ELLIS, JAMES EDWARD	03/01/18	81
ROY, JEAN ANN	03/02/18	83
SCHUSCHU, CAROLE LINDA	03/03/18	74
PARSONS, ANN M	03/08/18	97
ELLIOTT, JOHN MICHAEL	03/09/18	60
AMIRHOR, JACQUELINE QUINZIO	03/05/18	76
FAVILLE, JONATHAN NICHOLAS LADD	03/10/18	54
IRION JR, CLARENCE EUGENE	03/12/18	91
CONANT, BREWSTER	03/18/18	89
O'CONNELL, CHARLES JOSEPH	03/10/18	93
SWEENEY, MAURA A	03/19/18	84
JENCZYK, ELIZABETH ANN	03/22/18	76
KING, PAUL FREDERICK	03/23/18	93
FOOTE, LAURA JANE	03/24/18	91
VINCENT, FLORENCE S	03/24/18	58
STAVSKY, SHLOMITH	03/28/18	73
DUPONT, ANNE THERESE	03/08/18	84
KENDALL, ROBERT WEBSTER	04/10/18	82
HOBBS, EDWARD CRAIG	04/04/18	91
HEIGHES, JAMENICA	04/10/18	97
MADDEN, MARIE DORIS	04/09/18	87
HIGDEN, CATHERINE AGNES	04/11/18	92
URATO, SANDRA LEE	03/10/18	39
CHAMBERS, MARY ANN	04/20/18	95
WINSBY, SUZANNE ELIZABETH	04/18/18	66
GAO, YINQI	04/24/18	86
FIDELMAN, DAVID	04/22/18	97

SMITH, ROBERT T	04/22/18	85
MAC FARLANE, MARCIA MARY	04/23/18	75
DUGAN, BARBARA JANE	04/21/18	88
SCHER, DONNA DAYLE	04/27/18	84
GOLDIN, MARK	05/13/18	81
MCLAUGHLIN-ACKERMAN, JANINE M.	05/10/18	52
LORENZ, DOROTHY C.	05/19/18	81
WALSH, BARBARA A.	05/18/18	86
KONDON, PETER NICHOLAS	05/18/18	89
HUGHES, ROY A.	05/17/18	71
POTTER, MURRAY WILLIAM	05/22/18	74
SWEET, MATILDA ANN	05/22/18	81
PECEVICH, JUDITH JENNIE	05/08/18	63
HILL, EDITH JUNE	06/07/18	96
MANNING, JEROME EDWARD	06/08/18	77
HAYS, JOHN M.	06/16/18	48
LAWLER, WILLIAM C.	06/16/18	71
BASINAS, NICHOLAS V.	06/14/18	97
KAY, JOSEPH	06/13/18	74
LAMIE, GERTRUDE E.	06/22/18	78
PHILLIPS, JAMES J.	06/26/18	93
REUTLINGER, LORE	07/04/18	85
LEONARD, MARK DAVID	07/07/18	33
HAMILTON-PENN, LESLIE BETH	07/09/18	55
LOPOLITO, PASQUALE F.	07/12/18	83
GREEN, JANET ELLEN	07/13/18	79
MAINOLFI, ELIZABETH S.	07/11/18	84
NANIA DOMENICK	07/26/18	86
MCMANUS, OLGA S.	07/25/18	91
DALEY, GEORGE M.	07/26/18	28
BOLTON, DOROTHY M.	08/02/18	87
BOUTWELL, FLORENCE MARGARET	07/29/18	99
PATERSON, STEPHEN JOSEPH	08/04/18	72
MUDGETT, KENNETH ERNEST	08/07/18	88
JOYAL, MAURICE WILFRED	08/11/18	88
BECHTOLD, BENJAMIN	08/15/18	28
SUSSMAN, HOWARD HENRY	08/23/18	77
PURINTON, MARCH GRINDALL, JR.	08/18/18	94
HERRICK, GLADYS	08/25/18	92
DOWNES, JOSEPH	08/16/18	67
CONSTANTZOS, SARANDIS BASIL	08/27/18	86
TANKERSLEY, LINDA	08/25/18	56
ROGERS, JOYCE ELAINE	08/30/18	73
JONES, EDWARD WESLEY	09/01/18	94
PIANTEDOSI, RUDOLPH AUGUSTINO	08/31/18	87

PUFFER, JUNE ATHALIE	08/28/18	102
MERCHANT, NALIN RAMAKANT	09/07/18	89
HICKMAN, JAMES P	09/09/18	80
LAMB, CHRISTINE HELEN	09/06/18	60
PRONKO, PETER	09/10/18	97
PAGE, BRYANT REED	09/09/18	98
AXTMAN JR., LOUIS EDWARD	09/13/18	91
GRZIANO, GREGORY SCOTT	09/13/18	54
LI, YUNYI	09/15/18	75
MOORE JR. THOMAS OWEN	09/18/18	83
SIMM, MARION O.	09/22/18	88
YOUNG, MIRIAM K.	09/25/18	94
PRIM, SHELLY ANN	09/27/18	49
BERNHARDT, RITA VIRGINA	10/01/18	91
NORMANDIN, VIRGINIA F	09/28/18	87
CHAPPELL, THOMAS C.	10/01/18	73
BEATTY, RITA T.	10/05/18	97
BONZAGNI, RICHARD PAUL	10/08/18	71
DICRISTINA, JOHN F	10/07/18	57
CHASE, ROY FRANCIS	10/14/18	92
TREACY, THOMAS J.	10/10/18	75
LINTERI, LEO E	10/14/18	90
MEHIGAN, STEPHEN F.	10/21/18	79
DELPAPA, CARMELLA E.	10/21/18	97
EY, ROBERT NORMAN	10/29/18	95
BUNKER, MARGARETA BERGSTROM	10/30/18	80
BROWN, TODD HUNTER	10/31/18	62
HINCKLEY, EUNICE W.	10/30/18	92
HEWITT, CHRISTOPHER THOMAS	10/28/18	40
PALERMO, ROSE LUCY	10/03/18	88
DE BETHENCOURT, LORRAINE ANNE	11/02/18	82
TIRADO, EMMA I	11/05/18	73
BERLIED, FRANCES G.	11/07/18	96
SOYBEL, WILLAM M.	11/11/18	86
GOFMAN, REBECCA M.	11/14/18	89
DEMAIO, MARGARET TERESA	11/16/18	83
FIELD, EUNICE ELEANOR	11/15/18	94
ENRIGHT, STEPHEN LUKE	11/11/18	78
BOISVERT, SANDRA J	11/13/18	82
TAYLOR, CONSTANCE M.	11/17/18	77
VANGURI, SHANTI	11/22/18	64
HIRST, CHRISTINE M.	11/18/18	80
KOWAL, SADIE I	07/07/18	92
DARLING, JANE A.	11/18/18	82
MUSCARELLA, MARGARET ANN	11/23/18	77

DENNIS, SEDA C.	11/29/18	82
ROMANO, DIANNE M.	12/09/18	71
JENSEN, ALLEN J.	12/08/18	93
SULLO, GERARD	12/09/18	76
ZABINSKI, PATRICIA ANN	12/10/18	83
SAGANICH, BARBARA A	12/13/18	85
GROVER, CHARLES	12/24/18	95
SMITH, KATHRYN ANN	12/23/18	61
GAUDETTE, ROGER MARC	12/25/18	50
BERGQUIST, JOHN ROBERT	12/31/18	84
SEECKTS, CAROL ELIZABETH	12/25/18	74
LAMBERT, JAMES WILLIAM	12/17/18	83

ACTON INFORMATION

NATIONAL, STATE, AND COUNTY OFFICIALS

NATIONAL

President	Donald Trump
Vice-President	Mike Pence
Senators in Congress	Elizabeth Warren
5th Congressional District	Edward Markey
Representative in Congress 3rd Congressional District	Niki Tsongas

MIDDLESEX COUNTY

Clerk of Superior Court	Michael A. Sullivan
Register of Deeds Middlesex South	Maria C. Curatone
Register of Probate	Tara E. DeCristofaro
District Attorney	Marian Ryan
County Sheriff	Peter J. Koutoujian

STATE

Governor	Charlie Baker
Lieutenant Governor	Karyn Polito
Secretary of the Commonwealth	William F. Galvin
Attorney General	Maura Healey
Treasurer and Receiver General	Deborah B. Goldberg
Auditor of the Commonwealth	Suzanne M. Bump
Senator Middlesex/Worcester District	James B. Eldridge
Representative in General Court 14th Middlesex Representative District	Cory Atkins
Representative in General Court 37th Middlesex Representative District	Jennifer Benson

ELECTED TOWN OFFICIALS

POSITION NAME	TERM EXPIRES
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Moderator

Peter K. Ashton	2019
Jo-Ann Berry - Temporary Moderator	2019

Board of Selectman

Katherine E. Green - Chair	2019
Joan N. Gardner	2020
Jon Benson	2021
Janet K. Adachi	2019
Peter Berry	2020

Acton-Boxborough Regional School Committee

Selectmen Liaison: K. Green	
Amy L. Krishnamurthy	2020
Paul A. Murphy	2020
Maya Minkin	2020
Yi Zhang	2019
Angie Tso	2021
Diane M. Baum	2021
Ginny Sinkel Kremer	2019
Mary Brolin - (Boxboro)	2019
Tessa L. McKinley - (Boxboro)	2020
Adam Klein - (Boxboro)	2021
Zhiyu Michael Bo - (Boxboro)	2020

Trustees, Acton Memorial Library

Selectman Liaison: K. Green	
Pamela W. Lynn	2021
Carole Knowles	2019
Harvey P. Berliner - Secretary	2020
Sampada S. Salunkhe - President	Corporate
Miriam L. Lezak - Vice-President	Corporate
Suzanne M. Shanahan	Corporate
Joseph W. Glannon	Corporate
Ann Chang	Corporate
Thomas F. Dunn	Corporate

Acton Housing Authority

Selectman Liaison: P Berry	
Nancy M. Kolb-Secretary	2022

Bernice Baran	2021
Ryan J. Bettez	2020
Robert B. Whittlesey (State Appointed)	2019

Trustees, Citizen's West Acton Library

Selectmen Liaison: J Benson	
Dean Charter - Chair	2019
Ellen Spero	2021
Melissa Loporto	2020

Trustees, Charlotte Goodnow Fund

Thomas Kohls	2019
Sherry Ryder	2019
Todd Fenniman	2019

Trustees, Elizabeth White Fund

Jo-Ann Berry	2019
MaryAnn Ashton	2018
Andrea S. Miller	2020

Trustees, Acton Firefighters' Relief Fund

Robert Smith	2021
Robert Vanderhoof	2019
Bruce Stone	2020

MODERATOR APPOINTMENTS

POSITION NAME	TERM EXPIRES
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Finance Committee

Selectman Liaison: J. Benson	
Jason Cole - Chair	05/31/21
Roland Bourdon, III	05/31/19
Dave Wellinghoff	05/31/21
Stephen R. Noone	05/31/19
Jeffrey Bergart	05/31/20
Michael F. Majors	05/31/19
Christi Andersen	05/31/20
Thomas F. Farley	05/30/20
Christine Russell	05/31/21
Sahana Purohit (Associate)	05/31/19

Minuteman Regional Technical HS

Selectman Liaison: J. Adachi	
Pam Nourse	06/30/20

BOARD OF SELECTMAN APPOINTMENTS

Jason Cole - (Finance Comm)

Acton Nursing Service Advisory Committee

Selectman Liaison: K Green	
Charles Kadlec (At Large) - Chair	06/30/19
Ellen Feinsand (At Large)	06/30/19
Adrian Hancock (At Large)	06/30/19
Florence Ross (At Large)	06/30/19
Jean Lane (At Large)	06/30/19

Board of Appeals

Selectman Liaison: J Adachi	
Adam Hoffman	06/30/21
Ken Kozik	06/30/19
Ye Emilie Ying (Associate)	06/30/21
Suzanne Buckmelter - (Associate)	06/20/19

Board of Assessors

Selectman Liaison: J Benson	
Carol Leipner Srebnick - Chair	06/30/20
Susan C. Miller	06/30/21

Board of Health

Selectman Liaison: K. Green	
Joanne Bissetta - Chair	06/30/19
Mark Conoby	06/30/19
William McInnis	06/30/19
Michael Kreuze	06/30/21
William R. Taylor	06/30/21
Rekah Singh (Voting Associate)	06/30/20
Thomas Jacoby - (Associate)	06/30/20

Board of Registrar of Voters

Deena Ferrara - Democratic	05/23/19
David H. Lunger - Republican	03/01/20
Thomas P. Beals - Republican	06/30/21

Cable Advisory Committee

Selectman Liaison: J Benson	
Oleg M. Volinsky	06/30/19
Terrence Lobo	06/30/19
John Covert	06/30/21
Richard Logan	06/30/20
Steve Davidson	06/30/20
Christine Simone	06/30/21

POSITION NAME	TERM EXPIRES
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Acton 2020 Phase III Implementation Committee

Selectman Liaison: P. Berry	
Andrew Brockway	06/30/19
John Sonner	06/30/20
Benjamin Bloomenthal	06/30/20
Shantaram Nadkarni	06/30/20
Ann Cochran - Associate	06/30/19

Acton Boxborough Cultural Council

Selectman Liaison: J Adachi	
Judith Romatelli	06/30/21
Karen Meyers	06/30/21
Diane Nestorova	06/30/19
Vivian Birchall	06/30/21
Jin Hong Yang	06/30/21
Priyadersini Eramath Murali	06/30/21
Sharon Garde (Boxborough)	06/30/19

Acton Community Housing Corporation

Selectman Liaison: J Adachi	
Nancy Tavernier	06/30/20
Bernice Baran	06/30/20
Jennifer Patenaude	06/30/21
Lara Plaskon	06/30/19
Robert Van Meter	06/30/19
Corrina Roman-Kreuzer (Associate)	06/30/20
Dan Buckley - Associate	06/30/20

Acton Leadership Group

Katherine E. Green - (BOS)
Joan Gardner - (BOS)
Steve Ledoux - (Town Manager)
Steve Barrett - (Treasurer/Collector)
Amy Krishnamurthy - (School Com)
Paul A. Murphy - (School Com)
Marie Altieri - (Assistant Superintendent)
Ann Chang - (Recording Secretary)
Bart Wendell - (Facilitator)
Clare Jeanotte - (School Finance Dir)
Stephen R. Noone - (Finance Comm)

Capital Improvement Planning Committee

Steve Ledoux (Manager)	06/30/19
Janet Adachi (BOS)	06/30/19
Steve Noone (FinCom)	06/30/19
Jon Churchill (At Large)	06/30/19
Steve Barrett (Municipal ex officio)	Y
Claire Jeanotte (ABRS ex officio)	Y

Cemetery Commission

Selectman Liaison: J Gardner	
Joseph P. Will	06/30/20
William Klauer	06/30/19
Dana Snyder-Grant	06/30/20

Commission on Disabilities

Selectmen Liaison: J Gardner	
Madeleine Harvey - Chair	06/30/19
Ann Corcoran	06/30/21
Leslie Johnson	06/30/19
Elizabeth Franklin	06/30/21
Daniel L. Factor	06/30/19
Joan Burrows - (Associate)	06/30/19
Frances Osman - (Associate)	06/30/21

Community Preservation Committee

Ray Yacouby - (Planning) - Chair	06/30/19
Peter Berry - (BOS)	06/30/20
Victoria Beyer - (Historical)	06/30/20
Steve Trimble (Recreation)	06/30/21
Nancy M. Kolb - (Housing)	06/30/20
Bill Alesbury - (At Large)	06/30/19
Walter Foster - (At large)	06/30/21
Amy Green - (Cons-Com)	06/30/18
Dean Charter- (At Large)	06/30/21
Carolyn Kilpatrick - (Associate)	06/30/19
Roland Bourdon, III - (FinCom Rep)	05/31/19

Conservation Commission

Selectman Liaison: J. Adachi	
Terry Maitland	06/30/21
Zywia Chadzynska	06/30/21
Amy Green	06/30/19
James Colman	06/30/19
Tim McKinnon	06/30/19

Jennifer Stolz	06/30/19
Suzanne Flint	06/30/21

Council on Aging

Selectman Liaison: J Benson	
Alma Sandman	06/30/19
Chunsheng Fu	06/30/21
Bonnie Lobel	06/30/21
Jacqueline Friedman	06/30/21
Peter Duran	06/30/20
Ellen Feinsand	06/30/21
Michael Chautin	06/30/19
Ann (Nancy) Corcoran	06/30/19
Lori Cooney	06/30/19
Marion Maxwell (Associate)	06/30/21
Nirupama Velankar (Associate)	06/30/21

CPA Study Committee

Peter Berry - (BOS Rep)	Standing
William Klauer - (Historical)	Standing
Corrina Roman-Kreuze - (ACHC)	Standing
Roland Bourdon - (FinCom)	Standing
Ray Yacouby - (Planning)	Standing
Walter Foster - (At Large)	Standing
Carolyn Kilpatrick - (At Large)	Standing

Design Review Board

Selectman Liaison: J Adachi	
Holly Ben-Joseph - Chair	06/30/19
Peter Darlow	06/30/21
David Honn	06/30/20
Kimberly Montella	06/30/20
Emilie Ying - (Planning Rep)	06/30/21

Dog Park Committee

Selectman Liaison: J Gardner	
Tom Gillispie	06/30/19
Mike Perry	06/30/19
Clare Siska	06/30/19
Karen Martin	06/30/19
Fred Kinch	06/30/19

Economic Development Committee

Selectman Liaison: J. Benson	
Lawrence J. Kenah - (At Large) Chair	06/30/20
David Foley - (At Large)	06/30/20
Ann Chang	06/30/20
Josh Fischel	06/30/21
Derrick J Chin - (Planning)	06/30/20
David Didriksen - (At Large)	06/30/19
Shirley Ming - (Associate, At Large)	06/30/21
Michael F. Majors - (Associate, FinCom)	05/31/19
Peter Daniel - (Associate, Chamber)	06/30/20

Green Advisory Board

Selectman Liaison: P. Berry	
Eric Hudson - Chair	06/30/19
Dennis Loria	06/30/19
Mary Smith	06/30/20
Cameren Cousins	06/30/21
Stephen Lowe	06/30/19
Kate Crosby - School Rep	
Mona Chandra - Associate member	06/30/21

Health Insurance Trustees

Robert Evans - (Fin Com) - Chair	
Peter Berry - (BOS Rep)	06/30/17
Steve Barrett - (Treasurer/Collector)	06/30/18
Mary Brolin - (School Com-Box)	06/30/18
Margaret Dennehy	

Historic District Commission

Selectman Liaison: J Benson	
David Honn	06/30/20
Anita Rogers	06/30/19
Ronald Regan	06/30/19
Fran Arsenault	06/30/21
Allison Casazza	06/30/19
Maria Crowley	06/30/20
David Shoemaker (Alternate)	06/30/19

Historical Commission

Selectman Liaison: K. Green	
William Klauer - Chair	06/30/20
Bradford Maxwell	06/30/20
Victoria Beyer	06/30/21

William Dickinson	06/30/19
Douglas Herrick	06/30/21
Jillian Oman	06/30/21

Kelley's Corner Steering Committee

Selectman Liaison: J Benson	
Andrew Brockway - (Acton 2020)	Standing
Christi Anderson - (Fin Com Rep)	05/31/20
Lawrence J. Kenah - (EDC)	Standing
Peter Darlow - (DRB)	Standing
Derrick Chin - (Planning)	Standing
Bob Van Meter - (At-Large)	Standing
Erin Bettez - (At Large)	Standing
Dean Charter (Associate)	Standing
Patricia Clifford (Associate)	Standing

Land Stewardship Committee

Selectman Liaison: J. Adachi	
Joseph Holmes (Chair)	06/30/19
Bruce Rachman	06/30/19
Joe Will - Clerk	06/30/20
Laurence Ullmann	06/30/21
Robert Guba	06/30/21
Robert Farra	06/30/20
John Watlington	06/30/19
Jezanna Gruber	06/30/21
Dale Chayes - (Associate)	06/30/21
James Snyder-Grant (Associate)	06/30/19
Gary Kilpatrick - (Associate)	06/30/19
Nan Millett - (Associate)	06/30/19
Philip Keyes - (Associate)	06/30/19
Andy Gatesman - (Associate)	06/30/19
Joshua Haines - (Associate)	06/30/19
Sherman Smith - (Associate)	06/30/19
Todd Tsakiris - (Associate)	06/30/19
James Salem - (Associate)	06/30/19
Jason Temple - (Associate)	06/30/19

Lowell Regional Transit Authority

Mike Gowing	Standing
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MAGIC/MAPC -**1 Acton Representative**

Selectman Liaison: : J Gardner
 Ray S. Yacouby (1st Alternate Rep for BOS) Standing

Matt Mostoller - (Water District) 06/30/19
 Andrew Magee - (Chair) 06/30/20
 Dick Hatfield 06/30/20
 William Hill 06/30/20
 Dave Marshall 06/30/21

**Main Street Master Plan (Walker)
Official Name to be Determined**

Katie Green - (BOS)
 Mike Majors - (Fin Com) 06/30/18
 Cameren Cousins - (GAB) 06/30/18
 Ryan Bettez - (Housing) 06/30/18
 Benjamin Bloomenthal - (2020) 06/30/20
 Douglas Herrick - - (Historical Comm Rep) 06/30/18
 William Mullin - (At Large) 06/30/19
 Ann Chang - (At Large) 06/30/19
 David Brown - (At Large) 06/30/19
 Matt Selby - (Land Use Dir) 06/30/18

Planning Board

Selectman Liaison: J Gardner
 Ray Yacouby - Chair 06/30/19
 Anping Lui 06/30/21
 Derrick J Chin 06/30/19
 Bharat Shah 06/30/20
 Ye Emilie Ying 06/30/21
 Jon Cappetta 06/30/22

Public Ceremonies Committee

Gail Sawyer

Recreation Commission

Selectman Liaison: K. Green
 Joseph P. Will 06/30/21
 Stephen Trimble 06/30/20
 Barbara Wilson 06/30/20
 Edward Holcomb 06/30/20

MBTA Advisory Board

Ronald Regan

Minuteman Home Services

Selectman Liaison:
 Charles D. Aaronson standing
 Michael F. Majors - (FinCom Rep) 05/31/19

**River Street Master Plan
Special Committee**

Selectman Liaison: P Berry
 Peter J Berry - BOS standing
 William Alesbury standing
 Don Boyle standing
 John Cook standing
 William Klauer standing
 Robert Whittlesey standing
 Peter Hocknell standing
 Louis York (Associate) standing

**Morrison Farm Master
Plan Committee**

Selectman Liaison: K. Green
 William Mullin - Chair Standing
 Mary Ann Ashton Standing
 Leanne Baxter Standing
 Charles D. Aaronson Standing
 Doug Tindal Standing
 Katherine Cunkleman Standing
 Peter Grover Standing
 Ann Chang Standing
 Jon Benson Standing

**Senior / Disabled Taxation Aid
Committee - (STAC)**

Selectman Liaison: J Gardner
 Steve Barrett - (Town Treasurer/Collector) 06/30/19
 Susan Miller - (Assessors) 06/30/21
 Nancy Gerhardt 06/30/19
 Carol Mahoney 06/30/19

**Open Space and Recreation
Advisory Committee**

Selectman Liaison: K Green
 Terry Maitland - (Cons Com) 06/30/19
 Ye Emilie Ying - (Planning) 06/30/20

Sidewalk Committee

Selectman Liaison: P. Berry	
Cameron Cousins	06/30/19
Anthony Victor	06/30/19
Dennis Caristi	06/30/20

**South Acton Train Station
Advisory Committee**

Selectman Liaison: J Benson	
Mary (Michaela) Moran	Standing
David D. Martin	Standing
Sean Hanley	Standing
David Wellinghoff - (FinCom Rep)	Standing
R. Luke Evans	06/30/21
Amanda Steinberg	06/30/21

**Transportation Advisory
Committee**

Selectman Liaison: J Gardner	
Frances Osman (Chair)	06/30/21
James E. Yarin	06/30/20
James Citro	06/30/21
R. Luke Evans	06/30/21

Town Report Committee

Selectman Liaison:	
Gregory Hutchins	06/30/18

**Volunteer Coordinating
Committee**

Selectman Liaison: P. Berry	
Gregory Hutchins	06/30/19
Hartley Millett	06/30/19
Jennifer Querbes	06/30/19
Xuan Kong	06/30/19
Fang Yang	06/30/21

**Wastewater Advisory
Neighborhood Taskforce
(WANT)**

Selectman Liaison: J. Adachi	
Doug Halley - Health Dir	Standing
Kent Sharp - Fin Com	Standing
William McInnis - Board of Health	Standing
Mark D. Tawa	Standing
Peter Mosbach	Standing
Alden English	Standing
Michael Geis	Standing

**Water District-Land Management
Advisory Committee**

Selectman Liaison: J. Adachi	
Paul Malchodi - (BOS Appointed)	
Greta Eckhardt - (Water Dist Appointed)	
Barry Rosen - (Water Dist Appointed)	
Charles Olmstead - (Water Dist Appointed)	
John Cipar - (Water Dist Appointed)	

**Water Resources Advisory
Committee**

Selectman Liaison: J Gardner	
Barry Rosen	06/30/19
Ron Beck	06/30/21
Lucy Kirshner	06/30/21
Michael Kreuze - (Health)	06/30/20
Robert Sekuler	06/30/20
Matthew Mostoller - (Water District)	06/30/18

**West Acton Sewer Action
Committee**

J D Head - (ABRS)	Completion of Task
Jon Cappetta	Completion of Task
Dave Wellinghoff - (fin Com)	Completion of Task
Janet K. Adachi - (BOS)	Completion of Task
Peter Henry - (W Acton Business Community)	Completion of Task
Joanne Bissetta - (W Acton resident)	Completion of Task
Ann Chang - (Past Sewer Comm Member)	Completion of Task
Garry McCarthy- (Acton Citizen)	Completion of Task
Samuel Rice - (Engineering experience)	Completion of Task

TOWN MANAGER APPOINTMENTS —

Assistant Town Manager

Mark Hald

Principal Advisor

Brian McMullen

Constable

Chrisopher Prehl

Mark Hald

Local Building Inspector

Tom Moberg

Deputy Inspector of Gas Piping and Gas Appliances

Todd Bosselmann

Deputy Inspector of Wires

Charles Weeks

Emergency Management

Acting Director, Mark Hald

Deputy Director, Gail Sawyer

Superintendent of Municipal Properties

Andrea Ristine

Director of Public Health

Sheryl Ball

Animal Control Officer/Animal Inspector

Patrick (Tack) Palmer

Nelba Maldonado, Assistant

Fence Viewer

Corey York

Field Driver

Vacant

Fire Chief

Robert Hart

Deputy Fire Chief

Bob Vanderhoof

Captains

Anita Arnum

Scott Morse (retired August 2018)

Christopher Sammett

Robert Smith

John (Jack) White

Lieutenants

James Byrne

Kristopher Ellicks

Eric Mathieu

Jake Zbikowski

ALS Coordinator

Patrick McIntyre, FF/EMT-P

*Wade Messamore, FF/EMT-P (Acting ALS Coordinator March 2018)

Firefighters/EMT's

Patrick Bryne, FF/EMT-P

Brent Carter, FF/EMT

Jared Crowley, FF/EMT

Gage Cummings, FF/EMT

Ed Daigneault, FF/EMT

Joshua DeFelice, FF/EMT

Steven DiMeco, FF/EMT

Michael Doherty, FF/EMT

Charles Dunnigan, FF/EMT

David Gershen, FF/EMT-P

Peter Imhof, FF/EMT-P

James "Pat" Judge, FF/EMT

James Kissane, FF/EMT

Brett Lisak, FF/EMT-P

Luke Magnant, FF/EMT-P

Tom Matthews, FF/EMT

K. Wade Messamore, FF/EMT-P*

Dennis Munroe, FF/EMT

Jason Nichols, FF/EMT-P

Alek Pouliopoulos, FF/EMT-P

Leo Rogers, FF/EMT-P

Jim Ruggiero, FF/EMT

Matt Seely, FF/EMT-P

Shaun Shattuck, FF/EMT
Sean Sheriden, FF/EMT
Bob Smart, FF/EMT
Dave Sukerman, FF/EMT-P
Richard Sullivan, FF/EMT
Clem Tyler, FF/EMT
Brian Whalen, FF/EMT

Forest Warden

Robert Hart

Inspector of Gas Piping and Appliances

James G. Corey

Inspector of Wires

William Morehouse

Local Building Commissioner

Francis Ramsbottom

Natural Resources/Cemetery Director

Thomas Tidman

Keeper of the Lockup

Richard Burrows

Chief of Police

Richard Burrows

Deputy Chief

James Cogan

Lieutenants

Ed Lawton
Doug Sturniolo

Sergeants

John Cooney
Ray Grey
Scott Howe
Dean Keeler
Scott Krug
Frederick Rentschler
Daniel Silva

Police Officers

Gardenia Abramowitz
Christopher Browne
Keith Campbell
Michael Cogan
John Collins
Ellis Corey
Kurt Correia
Ana Dapkis
John Dristillaris (Special)
Mike Eracleo
Jacob Frelick
James Goodemote
Leo Gower
Matt Hammer
Kevin Heffernan
Christopher Hodges
David Joachim
Dean Keeler
Raymond LaRoche (Special)
Doug Mahoney
Steve McCarthy
Todd McKelvie
James McPadden (Special)
Nathan Meuse
Jesse Osterhoudt
Luke Penny
Christopher Prehl
Deb Richardson (Special)
AJ Rotella
Tyler Russell
Jon Stackhouse
Steven Stalzer
Tricia Sullivan
Marc Syminton
Zachary Taylor
Roger Wallace
Roderick Wiggins

Police Matrons

Debra Richardson
Rebecca Leblanc

Dispatchers

Kevin Antonelli
Maurice Brassard
Alicia Burak
Dan Deane
Joanne Harpin
Pat Hawthorne
Christopher Hurst
Mary Ann McLaughlin (Lead)
Michaela Taylor
Roger Wallace

Public Ceremonies and Celebrations

Gail Sawyer

Public Weighers

Christopher N. Prehl
James A. Barbato
Robert Greenough

Recreation Director

Catherine Fochtman

Sealer of Weights and Measures

Matthew Dow

Deputy Sealer of Weights and Measures

Evan Carloni

Superintendent of Streets

Richard Waite

Town Finance Director

Stephen Barrett

Town Engineer

Paul Campbell

Veteran's Agent

James MacRae

STREET LIST

**OF THE TOWN OF
ACTON, MASSACHUSETTS**

**TOWN OF ACTON
ENGINEERING DEPARTMENT**

JANUARY 1, 2018

A

ABEL JONES PL (PVT) B-3
ACORN PARK DR E-2, E-3, F-3
ADAMS ST A-5
ADELINE WAY A-5
AGAWAM RD B-1, C-1, C-2
ALBERTINE DR (PVT) A-4
ALCOTT ST C-4
ALEXANDRA WAY F-3
ALGONQUIN RD C-1
ANDERS WAY B-3
ANDREW DR (PVT) C-2
APPLE VALLEY DR (PVT) A-3
ARBORWOOD RD B-4
ARLINGTON ST A-1, B-1, B-2, C-2, D-2
ASHLEY CIR F-3, F-4
ASHWOOD RD B-4
ASPEN LN (PVT) F-2
ASSABET CRSG (PVT) A-5
ASSABET RIVER RAIL TRL A-3, A-4
AUDUBON DR (PVT) A-4, B-4
AUTUMN LN A-1, B-1
AVALON DR (PVT) F-2
AYER RD B-4, B-5
AZALEA RD D-5

B

BADGER CIR F-4
BALSAM DR D-2, D-3
BANKSIDE HOLLOW (PVT) F-2
BARKER RD C-3
BAXTER RD B-2
BAYBERRY RD D-5
BEACON CT (PVT) A-3
BEECHNUT ST E-2
BELLANTONI DR B-5, C-5
BELLOWS FARM RD E-4
BERRY LN C-4
BETH CIR (PVT) F-2
BETSY ROSS CIR A-1
BEVERLY RD B-3
BILLINGS ST A-2
BIRCH RIDGE RD B-1
BITTERSWEET LN E-4
BLACK HORSE DR A-1
BLUE HERON WAY E-4
BLUEBERRY PATH F-4, G-4
BRABROOK RD D-5
BRAMBLE WAY E-4
BREEZY POINT RD (PVT) E-2, F-2
BREWSTER LN (PVT) A-4, B-4
BRIAR HILL RD E-4
BRIDGES DR (PVT) C-3

BRIDLE PATH WAY E-5
BRIMSTONE LN (PVT) E-4
BROADVIEW ST A-4
BROMFIELD RD C-4
BROOK ST D-3, D-4, E-4
BROOKSIDE CIR B-4, B-5
BROWN BEAR CRSG (PVT) F-2
BRUCE FREEMAN RAIL TRL C-5, D-4,
D-5, E-3, E-4, F-3, G-3
BRUCEWOOD RD B-3, B-4, C-4
BULETTE RD C-1, D-1
BUTTERNUT HOLLOW (PVT) F-2

C

CAITLAN DR (PVT) B-2
CANDIDA LN B-4
CANTERBURY HILL RD F-4, G-3, G-4
CAPTAIN BROWN'S LN B-2, C-2
CAPTAIN FORBUSH LN B-2, C-2
CAPTAIN HANDLEY RD F-3
CARLISLE RD F-3, F-4, G-3, G-4
CARLTON DR A-4, A-5
CARRIAGE DR B-4
CASTLE DR A-1
CEDAR TER B-2
CENTENNIAL LN (PVT) A-4
CENTRAL ST A-2, A-3, B-1, B-2, B-3, C-1
CHADWICK ST B-4
CHAFFIN WAY D-1
CHARTER RD B-2, B-3, C-2
CHASE PATH F-3
CHEROKEE RD C-1
CHERRY RIDGE RD B-1
CHESTNUT ST E-2
CHURCH ST B-1, B-2
CINDY LN (PVT) A-5
CLOVER HILL RD B-4
COBURN DR (PVT) B-4
COLONIAL PATH A-3
COMMUNITY LN (PVT) B-3, C-3
CONANT ST A-4
CONCETTA CIR A-5
CONCORD PL (PVT) C-4
CONCORD RD C-4, D-3, D-4, D-5
CONQUEST WAY B-2
CONSTITUTION DR (PVT) C-2, D-2
COOLIDGE DR C-2, C-3
COUGHLIN ST C-3
COUNTRY CLUB RD A-4
COUNTRYSIDE RD (PVT) D-1
COWDREY LN C-3
CRAIG RD C-5
CRESTWOOD LN (PVT) A-2, B-2

CRICKET WAY D-4
CROSS ST G-3

D

DAKOTA DR (PVT) C-1, C-2
DANIELLE CIR (PVT) D-4
DAVIS RD E-4
DEACON HUNT DR B-2
DEERGRASS LN E-4
DEVON DR (PVT) F-3
DISCOVERY WAY C-3, C-4
DORIS RD B-3
DOWNEY RD A-2
DRIFTWOOD RD B-4
DRUMMER RD (PVT) A-5, B-4, B-5
DUGGAN RD (PVT) A-1
DUNHAM LN A-5
DURKEE RD B-2
DUSTON LN (PVT) E-5

E

EASTERN RD F-3
ELIOT CIR C-3
ELLSWORTH VILLAGE RD (PVT) D-5
ELM CT (PVT) B-1
ELM ST B-1, B-2
EMERSON DR C-4
ESKER WAY C-4
ESTERBROOK RD D-4, E-4
ETHAN ALLEN DR A-1
EVERGREEN RD D-2, D-3
EVERGREEN WAY D-2

F

FAIRWAY RD A-4
FARLEY LN (PVT) A-3, A-4
FARMERS ROW E-4
FARMSTEAD WAY B-3
FAULKNER HILL RD A-3, A-4
FERNWOOD RD B-4
FIFE & DRUM RD C-3
FISCHER PATH E-4
FLAGG RD D-5
FLANNERY WAY B-2
FLETCHER CT A-3
FLINT RD B-2
FLINTLOCK DR A-1
FOREST RD C-4
FORT POND RD D-1
FOSTER ST C-4, C-5
FOX HILL RD B-4
FRANCINE RD B-3
FRANKLIN PL (PVT) D-3
FRASER DR B-2
FREEDOM FARME RD C-1, C-2

FREEDOM POND (PVT) C-2
FROST DR (PVT) C-4

G

GABRIEL LN (PVT) E-4
GERALD CIR A-4
GIOCONDA AVE B-4
GRACE PATH E-4
GRANITE RD F-3
GRASSHOPPER LN D-4
GREAT ELM WAY F-2
GREAT RD D-4, D-5, E-3,
E-4, F-2, F-3
GREEN NEEDLE WAY E-4
GREENSIDE LN (PVT) E-3
GREENWOOD LN D-3
GREGORY LN (PVT) B-1
GREYBIRCH LN E-4
GRIST MILL RD A-1
GUSWOOD RD B-4, C-4

H

HALEY LN (PVT) B-4
HALF MOON HILL (PVT) B-1
HAMMOND ST D-2, D-3
HARRIS ST F-3
HARTLAND WAY F-3
HARVARD CT D-4
HATCH RD A-4
HAWTHORNE ST C-4
HAYNES CT B-1
HAYWARD RD B-2, C-2, C-3
HAZELNUT ST E-2, E-3
HEALD RD C-3, D-3
HEATHER HILL RD A-2
HEMLOCK LN D-3
HENLEY RD F-2
HENNESSEY DR B-3
HERITAGE RD B-5, C-5
HERON VIEW RD (PVT) A-3
HICKORY HILL TRL D-3
HIGH ST A-3, A-4, A-5, B-3
HIGHLAND RD A-1
HILLCREST DR B-4
HOMESTEAD ST B-1, B-2
HORSESHOE DR D-4, D-5
HOSMER ST B-4, B-5, C-4, C-5
HOUGHTON LN B-2
HUCKLEBERRY LN C-3
HURON RD C-1
HUTCHINSON WAY C-2

I

INDEPENDENCE RD A-5, B-5
IRIS CT D-5

ISAAC DAVIS WAY C-3
ISABELLA WAY D-1

J

JACKSON DR C-2, C-3
JAIME'S WAY B-2
JAY LN E-4, E-5
JEFFERSON DR C-3
JENNIFER PATH F-3
JESSE DR (PVT) B-1
JOHN FRANCIS LN (PVT) F-3, G-3
JOHN SWIFT RD C-3, D-3
JOSEPH REED LN B-2, C-2
JUNIPER RIDGE RD B-1

K

KATE DR F-3, F-4
KEEFE RD C-5, D-5
KEIZER PATH C-3
KELLEY RD B-3
KENNEDY LN C-2
KINGMAN RD A-1, A-2
KINSLEY LN B-2
KINSLEY RD B-2
KNOWLTON DR B-2
KNOX TRL A-5, B-5

L

LADYSLIPPER LN E-4
LARCH RD D-3
LAUREL CT B-4
LAURENTIDE CIR (PVT) B-4
LAWSBROOK RD B-5, C-5
LEDGE ROCK WAY F-3
LEXINGTON DR B-5, C-5
LIBERTY ST A-3
LILAC CT B-4
LILLIAN DR C-1, D-1
LINCOLN DR C-2, D-2
LISA LN B-5
LITTLEFIELD RD C-1
LONG RIDGE RD D-2, D-3
LONGFELLOW PARK C-4
LONGMEADOW WAY E-4
LOOSESTICK WAY E-4
LOTHROP RD B-2

M

MACGREGOR WAY B-4
MACLEOD LN A-1, A-2
MADDY LN B-4
MADISON LN C-2, D-2
MAGNOLIA DR D-5
MAILLET DR A-5
MAIN ST A-3, A-4, B-3,
C-3, D-3, E-3, F-3

MALLARD RD B-2
 MAPLE ST A-3
 MARIAN RD A-1, A-2
 MARSHALL PATH G-3, G-4
 MARTHA LN (PVT) F-3
 MARTIN ST A-3
 MASSACHUSETTS AVE B-1, B-2,
 B-3, C-3, C-4, C-5
 MBTA FITCHBURG LINE A-2, A-3,
 B-1, B-2, B-4, B-5
 MCKINLEY DR D-2, D-3
 MEAD TER B-1
 MEADOW BROOK RD D-3
 MEADOWS EDGE (PVT) F-2
 MEETINGHOUSE RD (PVT) B-5
 MERRIAM LN (PVT) B-4
 MEYER HILL DR (PVT) E-3
 MICMAC LN (PVT) C-1
 MILBERY LN (PVT) A-2
 MILLDAM RD F-4
 MINOT AVE C-3, C-4
 MINUTEMAN RD C-3, D-3
 MOHAWK DR B-1, C-1
 MOHEGAN RD C-1
 MONROE DR C-2
 MONUMENT PL (PVT) F-3
 MOSSY LN E-4
 MUSKET DR C-3
 MYRTLE DR D-5

N

NADINE RD B-3
 NAGOG HILL RD D-2, D-3, D-4, E-2
 NAGOG PARK F-2
 NARA RIDGE (PVT) F-3
 NASH RD A-2
 NASHOBA RD C-1, F-2
 NEWTOWN RD D-1, D-2, D-3
 NONSET PATH F-2
 NORTH ST G-3
 NORTHBRIAR RD F-3, F-4
 NOTRE DAME RD A-1, A-2
 NYLANDER WAY B-3

O

OAKWOOD RD B-4
 OLD BEAVER BROOK (PVT) F-2
 OLD CART PATH E-4
 OLD COLONY LN B-5, C-5
 OLD HIGH ST A-5
 OLD MEADOW LN B-4, B-5
 OLD OREGON TRL E-4
 OLD STONE BROOK (PVT) F-2
 OLD VILLAGE RD D-4

OLDE BARN WAY C-2
 OLDE LANTERN RD A-1
 OLDE SURREY DR B-4
 ONEIDA RD C-1
 ORCHARD DR C-1
 OVERLOOK DR A-2
 OXBOW DR E-4

P

PALMER LN E-3
 PARKER ST A-4, A-5, B-4, B-5
 PARKLAND LN (PVT) E-2, E-3
 PARMLEY DR (PVT) A-4
 PARTRIDGE HOLLOW D-3
 PARTRIDGE POND RD C-3
 PATRICK HENRY CIR A-1
 PATRIOTS RD D-3
 PAUL REVERE RD A-1
 PEARL ST B-2
 PERKINS LN (PVT) C-2
 PHALEN ST C-4
 PHEASANT HILL (PVT) F-2
 PHLOX LN D-5
 PINE CONE STRAND (PVT) F-2
 PINE RIDGE FARM LN (PVT) F-5
 PINE RIDGE RD (PVT) B-2
 PINE ST A-3, A-4
 PINEWOOD RD B-4
 PIPER LN (PVT) B-3, B-4
 PIPER RD B-3, B-4, C-3
 POND RIDGE DR B-5, C-5
 POND VIEW DR B-4

POPE RD D-5, E-5, F-5
 POST OFFICE SQ (PVT) D-3, D-4
 POWDER HORN LN A-1
 POWDER MILL RD A-5
 PRESCOTT RD A-2
 PRESTON WAY F-3, G-3
 PROCTOR ST D-5
 PROSPECT ST B-2, B-3
 PURITAN RD A-4, A-5
 PUTNAM RD D-3
 PUTTER DR A-4

Q

QUABOAG RD C-1
 QUAIL RIDGE DR (PVT) E-3
 QUAIL RUN (PVT) E-4
 QUARRY RD F-3

R

RAILROAD ST A-3, B-3
 REDWOOD RD B-4
 REEVE ST F-3
 REVOLUTIONARY RD C-3

REX LN (PVT) F-3
 RIVER ST B-3, B-4
 ROBBINS ST A-2, A-3
 ROBERT RD A-4, A-5
 ROBINWOOD RD B-4, C-4
 ROOSEVELT DR (PVT) C-2
 ROSE CT D-5
 ROUTE 2 C-1, C-2, C-3, C-4, C-5

RUSSELL RD C-4
 RYDER PATH E-3

S

SACHEM WAY F-2, F-3
 SAINT JAMES CIR B-3
 SAMANTHA WAY F-3
 SAMUEL PARLIN DR D-2
 SANDALWOOD RD C-4
 SANDAS TRL (PVT) C-1, C-2
 SANDY DR B-4
 SARAH INDIAN WAY D-1
 SARAH JANE CT (PVT) C-3
 SARAH LN (PVT) B-1
 SAWMILL RD F-3
 SCHOOL ST B-3, B-4, B-5, C-5
 SEMINOLE RD C-1
 SENECA CT C-1
 SENECA RD C-1
 SETTLEMENT WAY E-4
 SHADY LN A-1
 SIBEL LN (PVT) A-5
 SILVER HILL RD A-4, A-5
 SIMON HAPGOOD LN E-5
 SIMON WILLARD RD C-3, D-3
 SIOUX ST C-1
 SKYLINE DR (PVT) E-2, E-3
 SMART RD A-1
 SOUTH ST G-3
 SPENCER RD B-2
 SPLIT ROCK DR F-2
 SPRING HILL RD F-5
 SPRUCE ST B-1, B-2
 SQUIRREL HILL RD A-1
 STACY'S WAY C-3
 STELLA CT (PVT) E-4
 STONEYMEADE WAY D-5
 STOW ST A-3
 STRAWBERRY HILL RD D-4, E-4, E-5
 SUDBURY RD A-5
 SULLIVAN LN (PVT) F-3
 SUMMER ST A-1, A-2, B-2
 SUTTON PL (PVT) D-2
 SWEENEY FARM LN (PVT) A-2
 SWEETBRIAR WAY E-4

SYLVIA ST A-3

T

TAYLOR RD C-3
 TENNEY CIR B-4, B-5
 THOMAS DR (PVT) B-2
 THOREAU RD C-4
 THUNDER WAY B-1
 TICONDEROGA RD A-1
 TILL DR F-3, F-4
 TINSDALE DR (PVT) F-3
 TORRINGTON LN B-2, B-3
 TOWNE HOUSE LN (PVT) C-3
 TOWNSEND RD A-1
 TRASK RD C-3, D-3
 TRIANGLE FARM LN (PVT) F-5
 TUMBLING HAWK (PVT) F-2
 TUPELO WAY B-3
 TUTTLE DR B-2, B-3

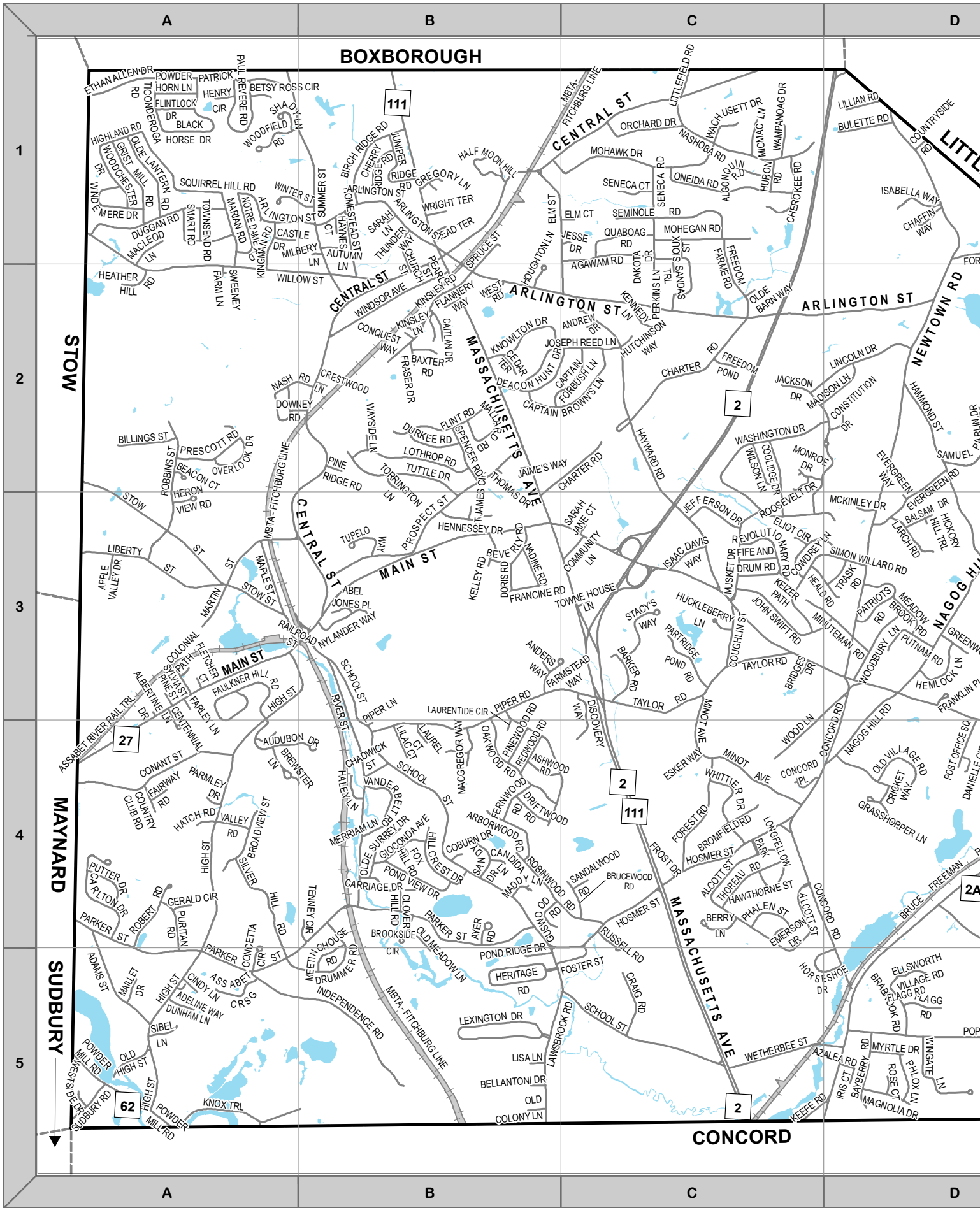
V

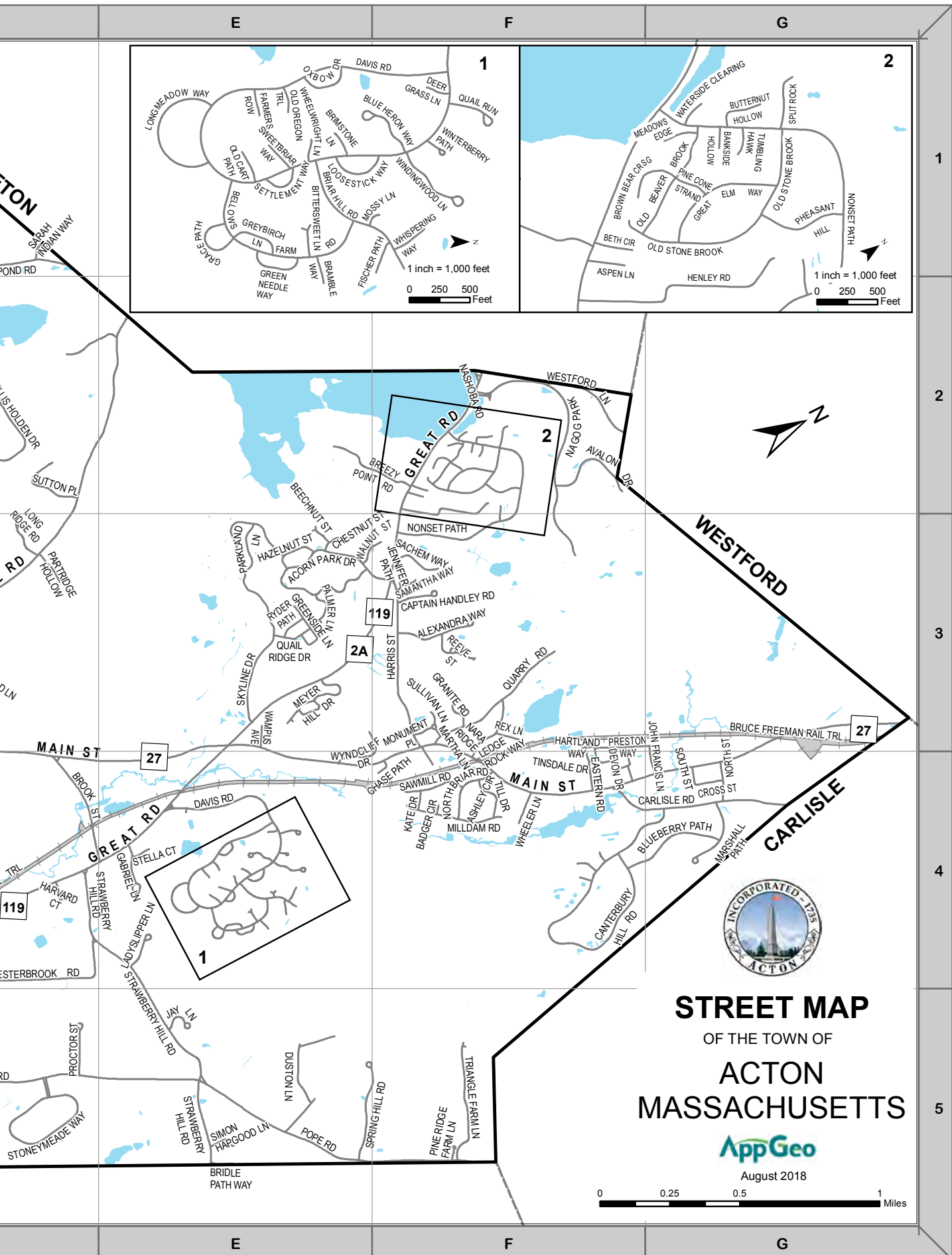
VALLEY RD A-4
 VANDERBELT RD B-4

W

WACHUSETT DR C-1
 WALNUT ST E-2, E-3
 WAMPANOAG DR C-1
 WAMPUS AVE E-3
 WASHINGTON DR C-2, C-3
 WATERSIDE CLEARING (PVT) F-2
 WAYSIDE LN B-2
 WEST RD B-2
 WESTFORD LN (PVT) F-2
 WESTSIDE DR A-5
 WETHERBEE ST C-5, D-5
 WHEELER LN F-3, F-4
 WHEELWRIGHT LN (PVT) E-4
 WHISPERING WAY E-4
 WHITTIER DR C-4
 WILLIS HOLDEN DR D-2
 WILLOW ST A-1, A-2, B-2
 WILSON LN C-2
 WINDEMERE DR A-1
 WINDINGWOOD LN (PVT) E-4
 WINDSOR AVE B-2
 WINGATE LN (PVT) D-5
 WINTER ST A-1
 WINTERBERRY PATH E-4
 WOOD LN C-3, C-4, D-3
 WOODBURY LN D-3
 WOODCHESTER DR A-1
 WOODFIELD RD A-1
 WRIGHT TER B-1
 WYNDCLIFF DR (PVT) E-3

PVT = PRIVATE ROAD





E-MAIL DISTRIBUTION LISTS

The Town maintains electronic mail (e-mail) distribution groups for all Boards, Committees, and Commissions, as well as Departments. Such groups are commonly referred to as “shells”.

E-mails sent to shells are automatically forwarded to all members of the group who have provided an e-mail address to the Town.

Using e-mail does not satisfy Open Meeting Law requirements (Massachusetts General Laws, Chapter 39, Section 23B). Please direct questions regarding this law to the Town Clerk.

To use a shell, send your e-mail to the address listed to the right-hand column of this table. When replying to an e-mail sent to a shell, it is recommended that you use the “Reply to All” function of your e-mail program so that all members are copied on your reply.

Acton 2020 Committee	acton2020@acton-ma.gov
Acton Boxborough Cultural Council	abcc@acton-ma.gov
Acton Community Housing Corporation	achc@acton-ma.gov
Acton Housing Authority	aha@acton-ma.gov
Acton Leadership Group	alg@acton-ma.gov
Acton Nursing Services	nursing@acton-ma.gov
Acton Nursing Services Advisory Committee	ansac@acton-ma.gov
Appeals, Board of	boa@acton-ma.gov
Assessor Department	assessors@acton-ma.gov
Assessors, Board of	bas@acton-ma.gov
Building Department	building@acton-ma.gov
Cable Advisory Committee	cac@acton-ma.gov
Capital Planning Improvement Committee	cipc@acton-ma.gov
Cemetery Commission	cemcom@acton-ma.gov
Cemetery Department	cemetery@acton-ma.gov
Citizens' Library Department	wacl@acton-ma.gov
Clerk Department, Town	clerk@acton-ma.gov
Collector Department	collector@acton-ma.gov
Commission on Disability	cod@acton-ma.gov
Community Preservation Committee	cpc@acton-ma.gov
Community Services Coordinator	lducharme@acton-ma.gov
Conservation Commission	conscom@acton-ma.gov
Council on Aging	coa@acton-ma.gov
Council on Aging (Senior Center)	seniorcenter@acton-ma.gov
Design Review Board	drb@acton-ma.gov
Economic Development Committee	edc@acton-ma.gov
Emergency Management Agency	ma@acton-ma.gov
Engineering Department	engineering@acton-ma.gov
Finance Committee	fincom@acton-ma.gov
Finance Department	finance@acton-ma.gov
Fire Department	fire@acton-ma.gov
Green Advisory Board	gab@acton-ma.gov
Health Department	health@acton-ma.gov
Health, Board of	boh@acton-ma.gov
Highway Department	highway@acton-ma.gov
Historic District Commission	hdc@acton-ma.gov
Historical Commission	hc@acton-ma.gov
Human Resources Department	hr@acton-ma.gov
Information Technology	it@acton-ma.gov

Land Stewardship Committee
Manager Department, Town
Memorial Library Department
Memorial Library Trustees
Municipal Properties Department
Natural Resources Department
Open Space Committee
Parking Clerk
Planning Board
Planning Department
Police Department
Public Ceremonies Committee
Recreation Commission
Recreation Department
School Committee, Acton-Boxborough Regional
Selectmen, Board of
Senior Taxation Aid Committee
Sidewalk Committee
South Acton Train Station Advisory Committee
Transportation Advisory Committee
Treasurer Department
Veterans Services
Volunteer Coordinating Committee
Water Resources Advisory Committee

lsc@acton-ma.gov
manager@acton-ma.gov
library@acton-ma.gov
mlt@acton-ma.gov
mp@acton-ma.gov
nr@acton-ma.gov
osc@acton-ma.gov
parkingclerk@acton-ma.gov
pb@acton-ma.gov
planning@acton-ma.gov
police@acton-ma.gov
pcc@acton-ma.gov
reccom@acton-ma.gov
recreation@acton-ma.gov
www.abschools.org
bos@acton-ma.gov
stac@acton-ma.gov
sc@acton-ma.gov
satsac@acton-ma.gov
tac@acton-ma.gov
treasurer@acton-ma.gov
vso@acton-ma.gov
vcc@acton-ma.gov
wrac@acton-ma.gov



VOLUNTEER COORDINATING
COMMITTEE

VOLUNTEER APPLICATION

TOWN HALL
472 MAIN STREET
ACTON, MA 01720

TELEPHONE (978) 929-6611
FAX (978) 929-6350
EMAIL VCC@ACTON-MA.GOV

DATE: _____

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Office of the Town Manager at Town Hall. Once completed, please email to manager@acton-ma.gov.

(Please print or type)

Title Mr. Mrs. Ms. Dr.	First Name	Last Name
Street Address		
Phone Number(s)		Email Address

Please indicate below, in order or preference, the Board, Committee or Commission that is of interest to you:

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)?
If so, please list the Board name and your approximate dates of service:

Do you have any time restrictions? _____

How long have you lived in Acton? _____ In Massachusetts? _____

Present occupation and employer (Optional: attach resume): _____

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest?

Education and special training: _____

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interests/hobbies, etc:

Thank you for your interest. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee at vcc@acton-ma.gov.

Current membership may be obtained through the Town Manager's office at Town Hall, (978) 929-6611 / manager@acton-ma.gov.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC Interview

Applicant Called _____

Schedule Date & Time _____

Recommendation _____

Board, Committee or Commission

Recommendation Sent: _____

Appointing Body

Selectmen / Manager / Moderator

Interview Date _____

Appointed Date _____

Term _____

Member / Alternate / Associate

Member / Alternate / Associate

Member / Alternate / Associate

Member / Alternate / Associate

Notification of Appointment

Received by VCC _____

Committee Notified _____

Applicant Notified _____

☐ No Openings at this time

TOWN OF ACTON OFFICIAL WEBSITE

<http://www.acton-ma.gov>

Useful pages you can find on the Town of Acton website

Name	Description
Agendas & Minutes	Archived agendas and minutes for Town of Acton boards and committees
Boards & Committees	Link to the webpages for the Town of Acton boards and committees
Budget	Town of Acton budget documents
Business	Link to Town of Acton resources for businesses
GIS/Mapping	Town of Acton Geographic Information System (GIS), and interactive tool that provides access to town maps and geographically referenced property information
Government	Links to Town of Acton government pages
How Do I?	Questions and answers that explain how to apply for permits, licenses, obtain vital records, and obtain municipal information
Job and Volunteer Opportunities	A list of employment and volunteer opportunities with the Town of Acton
Notify Me by Email	Registration page to receive e-mail notifications for emergency alerts, bid postings, employment and volunteer opportunities, Acton news flashes, board and committee information, and Town blog postings
Notify Me by Phone	Registration page to receive time-sensitive safety or community welfare messages from Town officials
Online Bill Pay	Page to pay real estate bills, personal property tax bills, motor vehicle excise tax bills, or Sewer Operation and Maintenance bills online
Residents	Links to Town of Acton resources for residents
Services	Links to Town of Acton Services
Town Directory	Addresses and phone numbers for town departments and resources
Town Meeting/Elections	Information for past and current year Annual Town Meetings, as well as town election information and results

AT YOUR SERVICE

EMERGENCIES

Call 911 to save a life, report a fire, or stop a crime. Give your name, address, and phone number. For other calls, use the business number of the appropriate department.

<i>For questions concerning:</i>	<i>Call:</i>	<i>Telephone</i>
Animal Control	Animal Control Officer	978-929-7719
Assessments	Board of Assessors	978-929-6621
Births, Deaths, and Marriages	Town Clerk	978-929-6620
Buildings	Building Commissioner	978-929-6633
Cemeteries	Cemetery Division	978-929-6642
Conservation	Natural Resources Division	978-929-6634
Emergency Management	Emergency Management Director	978-929-7730
Education	Acton-Boxborough School District	978-264-4700
Elderly Affairs	Council on Aging	978-929-6652
Election, Voting, and Registration	Town Clerk	978-929-6620
Electrical Inspection	Building Division	978-929-6633
Engineering	Town Engineer	978-929-6630
Fire (Business and Permits)	Fire Department	978-929-7722
Garbage and Refuse	Board of Health	978-929-6632
Hazardous Materials	Board of Health	978-929-6632
Health and Sanitation	Board of Health	978-929-6632
Highways and Streets	Highway Department	978-929-7740
Home Nursing	Acton Nursing Services	978-929-6650
Housing	Acton Housing Authority	978-263-5339
Libraries	Acton Memorial Library	978-929-6655
	West Acton Citizens' Library	978-929-6654
Licenses: Dog	Town Clerk	978-929-6620
Permits:		
Blasting	Fire Department	978-929-7722
Building	Building Division	978-929-6633
Food Service	Board of Health	978-929-6632
Heating	Building Division	978-929-6633
Historic Districts Certificate	Building Division	978-929-6633
Oil Storage Tank Removal	Fire Department	978-929-7722
Outdoor Burning	Fire Department	978-929-7722
Plumbing	Building Division	978-929-6633
Septic	Board of Health	978-929-6632
Sewage	Engineering Department	978-929-6630
Smoke Detector Inspection	Fire Department	978-929-7722
Wiring	Building Division	978-929-6633
Zoning	Planning Division	978-929-6631
Planning	Planning Division	978-929-6631
Police (Business and Permits)	Police Department	978-929-7711
Recreation	Recreation Department	978-929-6640
Social Services	Community Resource Coordinator	978-929-6651
Selectmen, Board of	Town Manager	978-929-6611
Senior Center	Council on Aging	978-929-6652
Street Lights	Engineering Department	978-929-6630
Street Trees	Municipal Properties	978-929-7744
Tax Collection	Collector Department	978-929-6622

Town Accountant	Accounting Department	978-929-6624
Town Manager	Town Manager Office	978-929-6611
Train Service	MBTA	800-392-6100
Transfer Station/Recycling Center	Highway Department	978-929-7742
Veterans' Services	Veterans' Agent	978-929-6614
Water Services	Acton Water District	978-263-9107
Zoning	Zoning Board of Appeals	978-929-6631

REGULARLY SCHEDULED MEETINGS

Check the meeting times on the Town of Acton website (<http://www.acton-ma.gov/>) or by calling the Town Clerk's Office.

Acton 2020 Committee	As needed in Town Hall
Acton-Boxborough Cultural Council	1st and 3rd Monday at 7:00 PM in Town Hall
Acton-Boxborough Regional School Committee	1st and 3rd Tuesdays at 7:00 PM at RJ Grey Jr. High School
Acton Community Housing Corporation	As needed in Town Hall
Acton Housing Authority	Last Tuesday of the month at 68 Windsor Ave.
Acton Nursing Services Advisory Committee	2nd and 4th Tuesday at 7:00 PM
Board of Assessors	1st Wednesday of each month at 6:00 PM in Town Hall
Board of Health	2nd and 4th Monday of each month at 7:30 PM in Town Hall
Board of Selectmen	2nd and 4th Monday of each month at 7:00 in Town Hall
Cable Advisory Committee	3rd Thursday of each month at 7:30 PM at Acton TV studio
Cemetery Commission	2nd Wednesday of each month at 3:00 PM in Town Hall
Commission on Disabilities	3rd Tuesday of each month at 9:30 AM in Town Hall
Community Preservation Committee	2nd and 4th Thursday of each month at 7:30 PM in Town Hall
Conservation Commission	1st and 3rd Wednesday of each month at 7:00 PM in Town Hall
Council on Aging Board	2nd Monday of each month at 3:00 PM at the Senior Center
Design Review Board	1st and 3rd Wednesday of each month at 7:30 PM at Town Hall
Economic Development Committee	1st and 3rd Thursday of each month at 7:30 PM in Town Hall
Finance Committee	1st and 3rd Tuesdays at 7:30 PM in Town Hall
Green Advisory Board	As needed in Town Hall
Historic District Commission	2nd and 4th Tuesday of each month at 7:30 PM in Town Hall
Historical Commission	As needed in Town Hall
Land Stewardship Committee	3rd Tuesday of each month at 7:00 PM in Town Hall
Memorial Library Trustees	Monthly at Acton Memorial Library
Open Space Committee	1st Friday of each month at 7:30 AM in Town Hall
Planning Board	1st and 3rd Tuesday of each month at 7:30 PM in Town Hall
Recreation Commission	1st Tuesday of each month at 7:30 PM in Town Hall
Sidewalk Committee	2nd Wednesday of each month at 7:00 PM at Acton Memorial Library
South Acton Train Station Advisory Committee	3rd Thursday of each month at 7:30 PM in Town Hall
Transportation Advisory Committee	4th Thursday of each month at 7:30 PM in Town Hall
Volunteer Coordinating Committee	2nd and 4th Monday of each month at 7:00 PM in Town Hall
Water Resources Advisory Committee	4th Wednesday of each month at 7:00 PM at Acton Water District
Zoning Board of Appeals	1st Monday of each month at 7:30 PM in Town Hall